

SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT: Community Service Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) Contract Award Agreement

DEPARTMENT: Community Services

DIVISION: Community Assistance

AUTHORIZED BY: Michele Saunders

CONTACT: Jennifer Lawrence

EXT: 2365

MOTION/RECOMMENDATION:

Approve and authorize the Chairman to execute the Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) Contract Award Agreement between the State of Florida Department of Community Affairs and Seminole County in the amount of \$378,321.00.

County-wide

Shirley Davis-Boyce

BACKGROUND:

The goal of the ARRA is to quickly stimulate the economy and make an impact on people's lives and provide a range of services and activities having a measurable and potentially major impact on poverty. The contract specifies that the funding must be delivered to low income residents of Seminole County. Funds will be used to provide childcare payments to enable applicants with children to find or maintain employment and to provide job training assistance for out of work individuals to obtain necessary skills for re-employment.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and authorize the Chairman to execute the Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) Contract Award Agreement between the State of Florida Department of Community Affairs and Seminole County in the amount of \$378,321.00.

ATTACHMENTS:

1. Agreement

Additionally Reviewed By:

- ☒ Budget Review (Betty Segal, Lisa Spriggs)
- ☒ County Attorney Review (Susan Dietrich)
- ☒ Grant Review (Jennifer Bero, Lisa Spriggs)

STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS
FEDERALLY-FUNDED SUBGRANT AGREEMENT
COMMUNITY SERVICES BLOCK GRANT ARRA PROGRAM

THIS AGREEMENT is entered into by the State of Florida, Department of Community Affairs, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Department"), and Seminole County (hereinafter referred to as the "Recipient").

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

A. The Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein; and

B. The Department has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions below; and

C. The Department has statutory authority to disburse the funds under this Agreement.

THEREFORE, the Department and the Recipient agree to the following:

(1) SCOPE OF WORK

The Recipient shall perform the work in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

(2) INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

The Recipient and the Department shall be governed by applicable State and Federal laws, rules and regulations, including those identified in Attachment B.

(3) PERIOD OF AGREEMENT

This Agreement shall begin upon execution by both parties on July 1, 2009, whichever is earlier and shall end September 30, 2010, unless terminated earlier in accordance with the provisions of Paragraph (12) of this Agreement.

(4) MODIFICATION OF CONTRACT

Either party may request modification of the provisions of this Agreement. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.

(5) RECORDKEEPING

(a) As applicable, Recipient's performance under this Agreement shall be subject to the federal "Common Rule: Uniform Administrative Requirements for State and Local Governments" (53 Federal Register 8034) or OMB Circular No. A-110, "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations," and either OMB Circular No. A-87, "Cost Principles for State and Local Governments," OMB Circular No. A-21, "Cost Principles for Educational Institutions," or OMB Circular No. A-122, "Cost Principles for Nonprofit Organizations." If this Agreement is made with a commercial (for-profit) organization on a cost-reimbursement basis, the Recipient shall be subject to Federal Acquisition Regulations 31.2 and 931.2.

(b) The Recipient shall retain sufficient records to show its compliance with the terms of this Agreement, and the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five years from the date the audit report is issued, and shall allow the Department or its designee, the State Chief Financial Officer or the State Auditor General access to the records upon request. The Recipient shall ensure that audit working papers are available to them upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department. The five year period may be extended for the following exceptions:

1. If any litigation, claim or audit is started before the five year period expires, and extends beyond the five year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
2. Records for the disposition of non-expendable personal property valued at \$5,000 or more at the time it is acquired shall be retained for five years after final disposition.
3. Records relating to real property acquired shall be retained for five years after the closing on the transfer of title.

(c) The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Budget and Scope of Work - Attachment A - and all other applicable laws and regulations.

(d) The Recipient, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the Department, its employees, and agents. "Reasonable" shall ordinarily mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the Department.

(6) AUDIT REQUIREMENTS

(a) The Recipient agrees to maintain financial procedures and support documents, in accordance with generally accepted accounting principles, to account for the receipt and expenditure of funds under this Agreement.

(b) These records shall be available at reasonable times for inspection, review, or audit by state personnel and other personnel authorized by the Department. "Reasonable" shall ordinarily mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

(c) The Recipient shall provide the Department with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement.

(d) If the Recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised, and in the event that the Recipient expends \$500,000 or more in Federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Agreement shows the Federal resources awarded through the Department by this Agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from the Department. The

determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this paragraph.

In connection with the audit requirements addressed in this Paragraph 6 (d) above, the Recipient shall fulfill the requirements for auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

If the Recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than \$500,000 in Federal awards in its fiscal year and chooses to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal funds.

(e) Send copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by subparagraph (d) above, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the Recipient to:

The Department of Community Affairs at each of the following addresses:

Department of Community Affairs
Office of Audit Services
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

[also send an electronic copy to aurilla.parrish@dca.state.fl.us]

and

Department of Community Affairs
Community Assistance Section
Tallahassee, Florida 32399-2100

Send the Single Audit reporting package and Form SF-SAC to the Federal Audit Clearinghouse by submission online at

<http://harvester.census.gov/fac/collect/ddeindex.html>

And to any other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

(f) Pursuant to Section .320 (f), OMB Circular A-133, as revised, the Recipient shall send a copy of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to the Department at the following addresses:

Department of Community Affairs
Office of Audit Services
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

[also send an electronic copy to aurilla.parrish@dca.state.fl.us]

and

Department of Community Affairs
Community Assistance Section
Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

(g) By the date due, send any reports, management letter, or other information required to be submitted to the Department pursuant to this Agreement in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

(h) Recipients should state the date that the reporting package was delivered to the Recipient when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

(i) If the audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement, the Recipient shall be held liable for reimbursement to the Department of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty days after the Department has notified the Recipient of such non-compliance.

(j) The Recipient shall have all audits completed by an independent certified public accountant (IPA), either a certified public accountant or a public accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with the applicable provisions noted above. The audit must be received by the Department no later than nine months from the end of the Recipient's fiscal year.

(7) REPORTS

(a) The Recipient shall provide the Department with quarterly reports and a close-out report. These reports shall include the current status and progress by the Recipient and all subrecipients and subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by the Department.

(b) Quarterly reports are due to the Department no later than six (6) calendar days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30 and December 31.

(c) The close-out report is due 45 days after termination of this Agreement or 45 days after completion of the activities contained in this Agreement, whichever first occurs.

(d) If all required reports and copies are not sent to the Department or are not completed in a manner acceptable to the Department, the Department may withhold further payments until they are completed or may take other action as stated in Paragraph (11) REMEDIES. "Acceptable to the Department" means that the work product was completed in accordance with the Budget and Scope of Work.

(e) The Recipient shall provide additional program updates or information that may be required by the Department.

(f) The Recipient shall provide additional reports and information identified in Attachment D.

(8) MONITORING

The Recipient shall monitor its performance under this Agreement, as well as that of its subcontractors and/or consultants who are paid from funds provided under this Agreement, to ensure that time schedules are being met, the Budget and Scope of Work are being accomplished within the specified time periods, and other performance goals are being achieved. A review shall be done for each function or activity in Attachment L to this Agreement, and reported in the quarterly report.

In addition to reviews of audits conducted in accordance with paragraph (6) above, monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits, and/or other procedures. The Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department. In the event that the Department determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Department to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Florida Chief Financial Officer or Auditor General. In addition, the Department will monitor the performance and financial management by the Recipient throughout the contract term to ensure timely completion of all tasks.

(9) LIABILITY

(a) Unless Recipient is a State agency or subdivision, as defined in Section 768.28, Fla. Stat., the Recipient is solely responsible to parties it deals with in carrying out the terms of this Agreement, and shall hold the Department harmless against all claims of whatever nature by third parties arising from the work performance under this Agreement. For purposes of this Agreement, Recipient agrees that it is not an employee or agent of the Department, but is an independent contractor.

(b) Any Recipient which is a state agency or subdivision, as defined in Section 768.28, Fla. Stat., agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Department, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in Section 768.28, Fla. Stat. Nothing herein is intended to serve as a waiver of sovereign immunity by any Recipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(10) DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of the Department to make further payment of funds shall, if the Department elects, terminate and the Department has the option to exercise any of its remedies set forth in Paragraph (11). However, the Department may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies, and without becoming liable to make any further payment:

(a) If any warranty or representation made by the Recipient in this Agreement or any ~~previous~~ ^{subgrant or contractual} agreement with the Department is or becomes false or misleading in any respect, or if the Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any ~~previous~~ ^{subgrant or contractual} agreement with the Department.

Department and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

(b) If material adverse changes occur in the financial condition of the Recipient at any time during the term of this Agreement, and the Recipient fails to cure this adverse change within thirty days from the date written notice is sent by the Department.

(c) If any reports required by this Agreement have not been submitted to the Department or have been submitted with incorrect, incomplete or insufficient information;

(d) If the Recipient has failed to perform and complete in timely fashion any of its obligations under this Agreement.

(11) REMEDIES

If an Event of Default occurs, then the Department may, upon thirty calendar days written notice to the Recipient and upon the Recipient's failure to cure within those thirty days, exercise any one or more of the following remedies, either concurrently or consecutively:

(a) Terminate this Agreement, provided that the Recipient is given at least thirty days prior written notice of such termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address set forth in paragraph (13) herein;

(b) Begin an appropriate legal or equitable action to enforce performance of this Agreement;

(c) Withhold or suspend payment of all or any part of a request for payment;

(d) Require that the Recipient refund to the Department any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.

(e) Exercise any corrective or remedial actions, to include but not be limited to:

1. request additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance,

2. issue a written warning to advise that more serious measures may be taken if the situation is not corrected,

3. advise the Recipient to suspend, discontinue, or refrain from incurring costs for any activities in question, or

4. require the Recipient to reimburse the Department for the amount of costs incurred for any items determined to be ineligible.

(f) Exercise any other rights or remedies which may be otherwise available under law.

(g) Pursuing any of the above remedies will not keep the Department from pursuing any other remedies in this Agreement or provided at law or in equity. If the Department waives any right or remedy in this Agreement or fails to insist on strict performance by the Recipient, it will not affect, extend or waive any other right or remedy of the Department, or affect the later exercise of the same right or remedy by the Department for any other default by the Recipient.

(12) TERMINATION

(a) The Department may terminate this Agreement for cause with thirty days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform in a timely manner, and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Fla. Stat., as amended.

(b) The Department may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Recipient with thirty calendar days prior written notice.

(c) The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment shall state the effective date of the termination and the procedures for proper closeout of the Agreement.

(d) In the event that this Agreement is terminated, the Recipient will not incur new obligations for the terminated portion of the Agreement after the Recipient has received the notification of termination. The Recipient will cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed. The Recipient shall not be relieved of liability to the Department because of any breach of Agreement by the Recipient. The Department may, to the extent authorized by law, withhold payments to the Recipient for the purpose of set-off until the exact amount of damages due the Department from the Recipient is determined.

(13) NOTICE AND CONTACT

(a) All notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the representative identified below at the address set forth below and said notification attached to the original of this Agreement.

(b) The name and address of the Division contract manager for this Agreement is:

Paula Lemmo

Department of Community Affairs

2555 Shumard Oak Boulevard

Tallahassee, Florida 32399-2100

Telephone: (850) 488-7541

Fax: (850) 488-2488

Email: paula.lemmo@dca.state.fl.us

(c) The name and address of the Representative of the Recipient to whom notices should be sent and who is responsible for the administration of this Agreement is identified in Attachment K, Recipient Information.

(d) In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be provided as stated in (13)(a) above.

(14) SUBCONTRACTS

If the Recipient subcontracts any of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Department for review and approval before it is executed by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Department and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. The Recipient shall document in the quarterly report the subcontractor's progress in performing its work under this Agreement.

For each subcontract, the Recipient shall provide a written statement to the Department as to whether that subcontractor is a minority vendor, as defined in Section 288.703, Fla. Stat.

(15) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(16) ATTACHMENTS

- (a) All attachments to this Agreement are incorporated as if set out fully.
- (b) In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.
- (c) This Agreement has the following attachments (check all that are applicable):

Exhibit 1 - Funding Sources

Attachment A – Budget and Scope of Work

Attachment B – Program Statutes and Regulations

Attachment C – Recordkeeping

Attachment D – Reports

Attachment E – Justification of Advance

Attachment F – Warranties and Representations

Attachment G – Certification Regarding Debarment

Attachment H – Statement of Assurances

Attachment I – Property Management and Procurement

Attachment J – Special Conditions

Attachment K - Recipient Information

Attachment L – Workplan and Quarterly Report Form

(17) FUNDING/CONSIDERATION

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$378,321, subject to the availability of funds. The Recipient is authorized to incur costs in an amount not to exceed \$189,160 until further notification is received from the Department. Changes to the costs the Recipient may incur will be accomplished by notice from the Department to the Recipient, sent by certified mail, return receipt requested, to the Recipient's contact person identified in Attachment K, Recipient Information. The terms of the Agreement shall be considered to have been modified to allow the Recipient to incur additional costs upon the Recipient's receipt of the written notice from the Department.

(b) Any advance payment under this Agreement is subject to Section 216.181(16), Fla.Stat., and is contingent upon the Recipient's acceptance of the rights of the Department under Paragraph (12)(b) of this Agreement. The amount which may be advanced may not exceed the expected cash needs of the Recipient within the first three (3) months of the contract term. Any advance payment is also subject to federal OMB Circulars A-87, A-110, A-122 and the Cash Management Improvement Act of 1990. If an advance payment is requested below, the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment E. Attachment E will specify the amount of advance payment requested and provide an explanation of the necessity for and proposed use of these funds.

(c) After the initial advance, if any, payment shall be made on a reimbursement basis as needed. The Recipient agrees to expend funds in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the federal Office of Management and Budgeting, the State Chief Financial Officer, or under subparagraph (19)(h) of this Agreement, all obligations on the part of the Department to make any further payment of funds shall terminate, and the Recipient shall submit its closeout report within thirty (30) days of receiving notice from the Department.

(18) REPAYMENTS

All refunds or repayments to be made to the Department under this Agreement are to be made payable to the order of "Department of Community Affairs" and mailed directly to the Department at the following address:

Department of Community Affairs
Cashier
Finance and Accounting
2555 Shumard Oak Boulevard
Tallahassee FL 32399-2100

In accordance with Section 215.34(2), Fla. Stat., if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of Fifteen Dollars (\$15.00) or Five Percent (5%) of the face amount of the returned check or draft, whichever is greater.

(19) MANDATED CONDITIONS

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in any later submission or response to a Department request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials are incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of the Department and with thirty days written notice to the Recipient, cause the termination of this Agreement and the release of the Department from all its obligations to the Recipient.

(b) This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County. If any provision of this Agreement is in conflict with any applicable statute or rule, or is unenforceable, then the provision shall be null and void to the extent of the conflict, and shall be severable, but shall not invalidate any other provision of this Agreement.

(c) Any power of approval or disapproval granted to the Department under the terms of this Agreement shall survive the term of this Agreement.

(d) This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(e) The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 *et seq.*) and the Florida Civil Rights and Fair Housing Acts (sections 760.01 – 760.37, Florida Statutes), which prohibit discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, state and local government services, and telecommunications.

(f) A person or organization who has been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

(g) Any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the federal government, certifies, to the best of its knowledge and belief, that it and its principals:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
2. have not, within a 5-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction;

violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph 19(g)2. of this certification; and

4. have not within a 5-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

If the Recipient is unable to certify to any of the statements in this certification, then the Recipient shall attach an explanation to this Agreement.

In addition, the Recipient shall send to the Department (by email or by facsimile transmission) the completed "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion" (Attachment G) for each intended subcontractor which Recipient plans to fund under this Agreement. Such form must be received by the Department before the Recipient enters into a contract with any subcontractor.

(h) The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with Chapter 216, Fla. Stat. or the Florida Constitution.

(i) All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

(j) Any bills for travel expenses shall be submitted in accordance with Section 112.061, Fla. Stat.

(k) The Department of Community Affairs reserves the right to unilaterally cancel this Agreement if the Recipient refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Fla. Stat., which the Recipient created or received under this Agreement.

(l) If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Department or be applied against the Department's obligation to pay the contract amount.

(m) The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Department.

(n) The Recipient is subject to Florida's Government in the Sunshine Law (Section 286.011, Fla. Stat.) with respect to the meetings of the Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board. All of these meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with Chapter 119, Fla. Stat.

(o) All unmanufactured and manufactured articles, materials, and supplies which are acquired for public use under this Agreement must have been produced in the United States as required under 41 U.S.C. 10a, unless it would not be in the public interest or unreasonable in cost.

(20) LOBBYING PROHIBITION

(a) No funds or other resources received from the Department under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

(b) The Recipient certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying."

3. The Recipient shall require that this certification be included in the award documents for all subawards (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(21) COPYRIGHT, PATENT AND TRADEMARK

ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA. ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE RECIPIENT TO THE STATE OF FLORIDA.

(a) If the Recipient has a pre-existing patent or copyright, the Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless the Agreement provides otherwise.

(b) If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Recipient shall refer the discovery or invention to the Department for a determination whether the State of Florida will seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify the Department. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Recipient to the State of Florida.

(c) Within thirty days of execution of this Agreement, the Recipient shall disclose all intellectual properties relating to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any pre-existing intellectual property which is so disclosed. Failure to disclose will indicate that no such property exists. The Department shall then, under Paragraph (b), have the right to all patents and copyrights which accrue during performance of the Agreement.

(22) LEGAL AUTHORIZATION

The Recipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Recipient also certifies that the undersigned person has the authority to legally execute and bind Recipient to the terms of this Agreement.

(23) ASSURANCES

The Recipient shall comply with any Statement of Assurances incorporated as Attachment H.

**STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS
FEDERALLY FUNDED SUBGRANT AGREEMENT
COMMUNITY SERVICES BLOCK GRANT ARRA PROGRAM
SIGNATURE PAGE**

Contract Number: 10SB-8B-06-69-01-126

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized officers on the day, month and year set forth below.

RECIPIENT

DEPARTMENT OF COMMUNITY AFFAIRS

(Type Recipient's Legal Name)

By: _____ Date: _____
(Authorized Signature)

By: _____ Date: _____
(Authorized Signature)

(Print Name)

Janice Browning, Director
Division of Housing and Community
Director

Title: _____

Federal Tax ID#

Dun and Bradstreet Date Universal Numbering System
(DUNS) Number

**AMENDED
FY 2009-2010
COMMUNITY SERVICES BLOCK GRANT (CSBG)
POVERTY INCOME GUIDELINES*
200% OF POVERTY INCOME GUIDELINES
EFFECTIVE JULY 1, 2009**

PEOPLE IN THE HOUSEHOLD	200%
1	\$ 21,660
2	\$ 29,140
3	\$ 36,620
4	\$ 44,100
5	\$ 51,580
6	\$ 59,060
7	\$ 66,540
8	\$ 74,020
Add this amount for each additional person in the household with more than 8 people.	\$ 7,480

- These amended poverty income guidelines are based on the 2009-2010 American Reinvestment and Recovery Act (ARRA) directives for the CSBG Program administered through the U. S. Department of Health and Human Services.

EXHIBIT – 1

THE FOLLOWING FEDERAL RESOURCES ARE AWARDED TO THE RECIPIENT UNDER THIS AGREEMENT:

Separately list the following information for each federal program from which the resources awarded to the Recipient originate:

Federal Program:	Community Services Block Grant-American Recovery and Reinvestment Act (ARRA) of 2009
Federal agency:	United States Department of Health and Human Services
Catalog of Federal Domestic Assistance title:	Community Services Block Grant Program- ARRA
Catalog of Federal Domestic Assistance #:	93.710
Award amount:	<u>\$378,321</u>

THE FOLLOWING COMPLIANCE REQUIREMENTS APPLY TO THE FEDERAL RESOURCES AWARDED UNDER THIS AGREEMENT:

Program: CSBG-ARRA 2009

Compliance Requirements

1. Eligible activities, services or commodities:

The Recipient will use the CSBG-ARRA funds for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. Recipients are strongly encouraged to support employment-related services and activities that create and sustain economic growth. These funds will be expended in accordance with the Program Statutes and Regulations, Attachment B, Budget and Scope of Work, Attachment A and Workplan and Quarterly Report Form, Attachment L of this Agreement and applicable OMB Circulars.

2. Eligible recipient of the federal resources:

The Recipient will comply with applicable OMB Circulars and eligibility requirements as set forth in the U.S. Department of Health and Human Services regulations codified in Title 45 of the Code of Federal Regulations.

NOTE: For federal programs included in Exhibit 1, Section .400(d) of OMB Circular A-133, as revised requires, and for state projects included in Exhibit 1, Section 215.97(5)(a), Florida Statute, requires the information in Exhibit 1 to be provided to the Recipient.

**CSBG ATTACHMENT A-1
BUDGET SUMMARY**

Recipient:	Seminole County	
Contract #:	10SB-8B-06-69-01-126	
BUDGET LINE ITEM	CSBG-ARRA FUNDS ONLY	BUDGETED AMOUNT
1	CSBG-ARRA Grant Funds	378,321.00
2	Cash Match	
3	In-Kind Match	
4	TOTAL MATCH (Line 2 + Line 3)	
5	TOTAL FUNDS (Line 1 + Line 4)	
ADMINISTRATIVE EXPENSES		
6	RECIPIENT (Salaries + Fringe, Rent, Utilities, Travel, Other)	15,282.00
7	SUB-RECIPIENT (Salaries + Fringe, Rent, Utilities, Travel, Other)	0.00
8	TOTAL ADMINISTRATIVE (Line 6 + Line 7)	15,282.00
9	ADMINISTRATIVE EXPENSE PERCENT (Line 8 divided by Line 1) Cannot exceed 15% of CSBG allocation on line 1.	4.0%
PROGRAM EXPENSES		
RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES		
	10a Subtotal - Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and 2 related expenses.)	137,818.00
	10b Subtotal - Recipient Direct Client Assistance Expenses tied to National Goals 6.	0.00
10	RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES (10a + 10b)	137,818.00
11	RECIPIENT OTHER EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)	6,221.00
12	SUBTOTAL RECIPIENT PROGRAM EXPENSES (Line 10 + 11)	144,039.00
SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES		
	13a Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and 2 related expenses.)	219,000.00
	13b Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goals 6.	0.00
13	SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES (13a + 13b)	219,000.00
14	SUB-RECIPIENT OTHER EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)	0.00
15	SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES (Line 13 + Line 14)	219,000.00
16	TOTAL PROGRAM EXPENSES (Line 12 + Line 15)	363,039.00
17	SECONDARY ADMINISTRATIVE EXPENSES	0.00
18	GRAND TOTAL EXPENSES (Line 8 + Line 16+ Line 17)	378,321.00
19	Total Recipient and Sub-recipient Direct Client Assistance Expenditures tied to National Goals 1 and 2. (Line 10a + 13a)	356,818.00
20	Percent of Funds Budgeted for Goal 1 and 2 Activities: Divide the Total Direct Client Assistance Expenses for Goal 1 and 2 by the CSBG-ARRA Grant Funds. (Line 19 divided by Line 1) This amount must be equal to or greater than 30%.	94%

**CSBG-ARRA
ATTACHMENT A-2
SUB-RECIPIENT INFORMATION**

# 1	Sub-Recipient Name:	
	Mailing Address:	
	Street Address (If Different)	
	Contact Person:	Title:
	CEO:	Amount of Sub-Agreement:
	Telephone ()	Fax ()

# 2	Sub-Recipient Name:	
	Mailing Address:	
	Street Address (If Different)	
	Contact Person:	Title:
	Telephone ()	Fax ()

# 3	Sub-Recipient Name:	
	Mailing Address:	
	Street Address (If Different)	
	Contact Person:	Title:
	Telephone ()	Fax ()

# 4	Sub-Recipient Name:	
	Mailing Address:	
	Street Address (If Different)	
	Contact Person:	Title:
	Telephone ()	Fax ()

# 5	Sub-Recipient Name:	
	Mailing Address:	
	Street Address (If Different)	
	Contact Person:	Title:
	Telephone ()	Fax ()

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BUDGET DETAIL PAGES

CSBG ATTACHMENT A-3

BUDGET DETAIL

CSBG-ARRA FUNDS ONLY				
RECIPIENT:		Seminole County		
CONTRACT #:		10SB-8B-06-69-01-126		
BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION	BUDGETED AMOUNT	
ADMINISTRATIVE EXPENSES				
RECIPIENT ADMINISTRATIVE EXPENSES				
6		Salaries + Fringe + Benefits	11,214.00	Provide separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent and utilities	3,568.00	Cost allocation worksheet should include all shared costs paid with this grant.
		Indirect cost		Submit documentation of the approved indirect cost rate and how it is to be applied.
		Audit		
		General Liability Insurance		
		Other Forms of Agency Insurance - Specify		
		Office supplies	250.00	Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment	250.00	Provide explanation and description of any single item costing over \$500.
		Travel		All travel must be directly related to this contract and related activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over \$500 must be detailed.
		TOTAL RECIPIENT ADMINISTRATIVE EXPENSES	15,282.00	

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION	BUDGETED AMOUNT
		SUB-RECIPIENT'S NAME:	
		SUB-RECIPIENT ADMINISTRATIVE EXPENSES	
		Salaries + Fringe + Benefits	
		Rent and utilities	
		Indirect cost	
		Audit	
		General Liability Insurance	
		Other Forms of Agency Insurance - Specify	
		Office supplies	
		Office equipment	
		Travel	
		Other	
7		TOTAL SUB-RECIPIENT ADMINISTRATIVE EXPENSES	0.00

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION Insert as many lines as you need under each NPI to describe expenditures.	BUDGETED AMOUNT
PROGRAM EXPENSES			
RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES			
10a	1.1	Employment	
	1.2	Employment Supports	
		Provide funds for childcare payments to enable applicants with children to find or maintain employment	120,818.00
	1.3	Economic Asset Enhancement and Utilization	
	2.1	Community Improvement and Revitalization	
	2.2	Community of Life and Assets	
	2.3	Community Engagement	
	2.4	Employment Growth from ARRA Funds	
		Hire temporary caseworker to process and monitor applicants being assisted with training funds to obtain skills for employment (Funding split between CSBG-R and the Homelessness Prevention Rapid Re-Housing (HPRP) Grant)	17,000.00
		Subtotal - Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and Goal 2 related expenses.)	137,818.00
Do you have any sub-recipient direct client assistance expenses? If no, complete the check below. If yes, skip the following check.			
CHECK: Divide the Subtotal-Recipient Direct Client Assistance Expenses for Goal 1 and 2 by the total CSBG-ARRA Grant Funds. This amount must be equal to or greater than 30%.			36.4%
10b	6.1	Independent Living	
	6.2	Emergency Food	
	6.3	Child and Family Development	
	6.4	Family Support	
	6.5	Service Counts	
		Subtotal - Recipient Direct Client Assistance Expenses tied to National Goals 6.	0.00
10		RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES (Add together the Subtotal for Goals 1, 2, and 6 Expenses.)	137,818.00

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION	BUDGETED AMOUNT	
PROGRAM EXPENSES				
RECIPIENT OTHER PROGRAM EXPENSE				
		Salaries + Fringe + Benefits	3,221.00	Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid for with this grant.
		Rent		Cost allocation worksheet should include all shared costs paid for with this grant.
		Utilities		May include electricity, internet access, water, phone service, etc.
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over \$500. May include purchases, leases, maintenance and repairs.
		Travel - Mileage, lodging, and food costs for the certified ROMA trainer listed below	500.00	All travel must be directly related to this contract and activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other - Cost to bring a certified ROMA trainer on-site to provide training to County staff and CSBG Board Members	2,500.00	description of any other costs. Any single item costing over \$500 must be detailed.
11		TOTAL RECIPIENT OTHER PROGRAM EXPENSE	6,221.00	
If you have subrecipients, you must complete the subrecipient worksheets.				
If you claim secondary administration expenses, you must complete the Secondary Admin worksheet.				
If you have no subrecipients and you do not claim secondary administration expenses, you are finished with the worksheets and ready to review and finalize the Budget Summary.				

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION	BUDGETED AMOUNT
PROGRAM EXPENSES			
SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES			
SUB-RECIPIENT'S NAME: Workforce Central Florida			
13a	1.1	Employment	
	1.2	Employment Supports	
		Job training assistance funding for out of work individuals to obtain skills for re-employment	185,000.00
	1.3	Economic Asset Enhancement and Utilization	
	2.1	Community Improvement and Revitalization	
	2.2	Community of Life and Assets	
	2.3	Community Engagement	
	2.4	Employment Growth from ARRA Funds	
		Hire temporary caseworker to process and monitor applicants being assisted with training funds to obtain skills for employment	34,000.00
		Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and 2 related expenses.)	219,000.00
13b	6.1	Independent Living	
	6.2	Emergency Food	
	6.3	Child and Family Development	
	6.4	Family Support	
	6.5	Service Counts	
		Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goals 6.	0.00

CSBG-R Cost Allocation Summary

Line 6 - Salary + Fringes + Benefits: 5% of **Caseworker Supervisor's** compensation - \$3,789.00

Caseworker Supervisor's remaining compensation - 35% CSBG, 25% CDBG, 15% HPRP, and 20% County General Revenue

Line 6 - Salary + Fringes + Benefits: 10% of **Program Manager's** compensation - \$7,425.00

Program Manager's remaining compensation - 20% CDBG, 40% SHIP, and 30% County General Revenue (County General Revenue includes in-kind contribution for the CSBG and HPRP programs)

Line 6 – Total Salary + Fringes + Benefits = \$11,214.00

Line 6 – Rent and Utilities: 2.258% rounded to 2.26% of Building Rent of \$158,022 or \$3,568 per allocation calculation based on 0.70 FTE for CSBG-R against a building total of 31 FTE. Remaining rent and utilities (45.48% County General Revenue, 3.55% HOME, 18.71% CDBG, 7.74% HPRP, 4.84% CSBG, and 17.42% SHIP)

Line 10a - Salary + Fringes + Benefits: Case Manager (Temporary Position), 50% of compensation will be paid out of direct client assistance for case management services - \$17,000.00

Case Manager (Temporary Position)'s remaining compensation - 50% HPRP.

Line 11 - Salary + Fringes + Benefits: Case Manager, 5% of compensation will be paid out of recipient other program expenses - \$3,221.00.

Case Manager's remaining compensation – 35% HPRP, 45% CDBG, 15% County General Revenue.

Community Assistance

Employee	GR	HOME	CD HOME Project	CD ADMIN	CDBG-CC	CD/HOME OS	NSP	HPRP	CSBG-R	CSBG	SHIP	TOTAL
Lawrence	20%					25%		15%	5%	35%		100%
Carrie	15%		35%			10%		35%	5%			100%
Delgado	20%					40%					40%	100%
Sara	30%		35%					35%				100%
Program Monitor	0%							50%	50%			100%
Boyce	30%					40%					30%	100%
Lutlig	15%					45%					40%	100%
Montgomery	15%					45%					40%	100%
HPRP Temp	0%							50%			50%	100%
Tish	0%	30%		30%							40%	100%
Veterans/Rita	300%											300%
Madera	15%							20%		65%		100%
Spiesbach	25%					25%				50%		100%
Marie	30%		35%					35%				100%
Balagia	0%	60%		20%							20%	100%
Cahill	0%			30%							70%	100%
Lara	40%										60%	100%
Heckters	0%			90%							10%	100%
Soto-Lopez	0%	20%		55%							25%	100%
Knight	25%										75%	100%
Deleted PS	0%					0%					0%	0%
Hall	30%					20%			10%		40%	100%
FTE Budgeted	6.10	1.10	1.05	2.25	0.00	2.50	0.00	2.40	0.70	1.50	5.40	23.00
Reorg Splits	391,869	80,949	65,273	150,117	0	185,357	0	124,300	31,434	97,917	345,977	1,473,192
	26.60%				335,474							
FY09-10 Budget	420,485	89,233	110,219	150,117		259,863	118,173	0	0	98,124	332,035	1,578,249
% of Total Payroll					409,980							
Reorg Changes	-28,616	-8,284	-44,946		-74,506		-118,173	124,300	31,434	-208	13,942	-105,057
Admin Max		122,865		482,613							376,411	
Lease Costs	71,875	5,607	5,352	11,469	0	12,744	0	12,234	3,568	7,646	27,526	158,022
				29,565								
FTE's Includes CS Admin - 2 FTE+ WFCF - 2 + VA WS - 2 + Vol - 2	14.10	1.10	1.05	2.25	0.00	2.50	0.00	2.40	0.70	1.50	5.40	31.00
	45.48%	3.55%	3.39%	7.26%	0.00%	8.06%	0.00%	7.74%	2.26%	4.84%	17.42%	100.00%

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION	BUDGETED AMOUNT
SECONDARY ADMINISTRATIVE EXPENSES			
RECIPIENT ADMINISTRATIVE EXPENSES			0.00
		Salaries + Fringe + Benefits	
		Rent and utilities	
		Indirect cost	
		Audit	
		General Liability Insurance	
		Other Forms of Agency Insurance - Specify	
		Office supplies	
		Office equipment	
		Travel	
		Other	
		SUB-RECIPIENT (Salaries + Fringe, Rent, Utilities, Other)	
17		TOTAL SECONDARY ADMINISTRATIVE EXPENSES	0.00

**CSBG-ARRA
ATTACHMENT A-4
SECONDARY ADMINISTRATIVE EXPENSES**

Secondary Administrative Expense requested: Yes ☐ No ☐ Name of Recipient: _____

INSTRUCTIONS: If requesting Secondary Administrative Expenses, you must supply the following information for each secondary program for which administrative expenses are being requested. A "secondary program source" is the non-CSBG program that will receive administrative support from CSBG-ARRA funds. See Attachment H, Section (11) and the General Instructions for additional information. *The secondary program must be directly related to the anticipated outcomes of CSBG-ARRA as described in the Budget Detail and Workplan.*

BUDGET INFORMATION	NAME OF SECONDARY PROGRAM:		NAME OF SECONDARY PROGRAM:		TOTAL OF ALL PROGRAMS
	GRANT START DATE: END DATE:	GRANT START DATE: END DATE:	GRANT START DATE: END DATE:	GRANT START DATE: END DATE:	
1. Total cash budget for secondary program:	\$	\$	\$	\$	
2. Maximum percent administrative expense including indirect cost allowed by secondary program:	%	%	%	%	
3. Total administrative expense approved by secondary program funding sources: ¹	\$	\$	\$	\$	
4. CSBG secondary administrative expense requested: ²	\$	\$	\$	\$	\$
5. Total administrative expense (Line 3 + Line 4):	\$	\$	\$	\$	
6. Percent of total administrative expense to total budget (Line 5 divided by Line 1). This total cannot exceed 15% of Line 1.	%	%	%	%	
7. National Performance Indicator (NPI) supported by this secondary administrative funding. (From Attachment L, Workplan and Quarterly Report Form)	NPI:	NPI:	NPI:	NPI:	

The Recipient must take full advantage of all administrative and indirect dollars allowed by the secondary program's funding source before CSBG secondary administrative expenses are requested. For each secondary administration program, provide documentation of the maximum administrative limits of the secondary program and a copy of the contract budget detailing the amount of the contract and the administration funds provided by the secondary source.

² You are required to provide budget detail in Attachment A-3 for the amount on line 4 for each program above.

**CSBG-ARRA
ATTACHMENT A-5
SCOPE OF WORK**

The Community Services Block Grant-American Recovery and Reinvestment Act (Recovery Act) of 2009 funds (CSBG-ARRA) will be used for the reduction of poverty, revitalization of low-income communities, and empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. Recipients are to use these funds to support employment-related services and activities that create and sustain economic growth. To this end, Recipients will use at least 30 percent (30%) of their CSBG-ARRA budget for and job creation, retention, stabilization, placement or training and other employment related activities tied to CSBG National Goals 1 and 2. The Recipient shall perform the work in accordance with Attachment A, Budget and Scope of Work, and Attachment L, Workplan and Quarterly Report Form of this Agreement.

**CSBG-ARRA
ATTACHMENT B
PROGRAM STATUTES AND REGULATIONS**

A. INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

Both the Recipient and the Department shall be governed by applicable laws and local rules, including, but not limited to the provisions of Public Law 105-285, Title II – Community Services Block Grant Program, Subtitle B – Community Services Block Grant (CSBG) Program of the Community Services Block Grant Act, the American Recovery and Reinvestment Act (ARRA), the provision of the current approved CSBG-ARRA State Plan, including all approved amendments or revisions. Administrative Rule Chapter 9B-22, Florida Administrative Code, OMB IM-09-10 and the Initial Implementing Guidance for the American Recovery and Reinvestment Act of 2009, Florida Chief Financial Officer Memorandum No. 05 (2008-2009), American Recovery and Reinvestment Act of 2009 (Public Law 111-5), Federal Central Contractor Registration (<http://www.ccr.gov/>), and Title 45 C.F. R. Part 96. Department of Health and Human Services regulations codified in Title 45 of the Code of Federal Regulations (CFR) are applicable:

1. Part 16 - Procedures of the Department Grant Appeals Board;
2. Part 30 - Claims Collection;
3. Part 74 – Uniform Administrative Requirements for Awards and subawards to institutions of higher education, hospitals, other nonprofit organizations, and commercial organizations.
3. Part 76 - Debarment and Suspension from Eligibility for Financial Assistance (Nonprocurement);
4. Part 80 - Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964;
5. Part 81 - Practice and Procedure for Hearings Under Part 80 of this Title;
6. Part 84 - Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance;
7. Part 86 - Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance;
8. Part 87 - Equal Treatment for Faith-Based Organizations;
9. Part 91 - Nondiscrimination on the Basis of Age in HHS Programs or Activities Received Federal Financial Assistance;
10. Part 93 - New Restrictions on Lobbying;
11. Part 96 - Block Grants
12. Part 97 - Consolidation of Grants to the Insular Areas;
13. Part 100 - Intergovernmental Review of Department of Health and Human Services Programs and Activities.
14. Part 176 - Schedule of Expenditures of Federal Awards,
http://www.myfloridaacfo.com/aadir/statewide_financial_reporting/financing.htm

**CSBG-ARRA
ATTACHMENT B
PROGRAM STATUTES AND REGULATIONS**

B. FUNDING AVAILABILITY FOR EXPENDITURE

Funds are available for expenditure in accordance with Title VI of Public Law 97-35 as amended by P.L. 105-277, 45 CFR Part 96. For States, local governments and Indian Tribes follow OMB Circular A-87 for cost principles (Relocated to 2 CFR, Part 225), OMB Circular 102 for administrative requirements and OMB Circular A-133 for audit requirements and the laws and procedures applicable to the Community Services Block Grant Program. For Non-profit organizations follow OMB Circular A-122 for cost principles (Relocated to 2 CFR, Part 230), OMB Circular A-110 for administrative requirements, (Relocated to 2 CFR, Part 215) and OMB Circular A-133 for audit requirements and the laws and procedures applicable to the Community Services Block Grant Program and the Single Audit Act of 1984, as amended. The Community Services Block Grant program is authorized and funded through the United States Department of Health and Human Services. CSBG-ARRA funds must be accounted for separately from regular CSBG funding and clearly identified with a separate CFDA number.

C. PROJECTS OR PROGRAMS FUNDED IN WHOLE OR PART WITH FEDERAL MONEY

The Recipient assures, as stated in Section 508 of Public Law 103-333, "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

- (1) the percentage of the total costs of the program or project which will be financed with Federal money,
- (2) the dollar amount of Federal funds for the project or program, and
- (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources."

D. PROGRAM INCOME

Program income is gross income received that is directly generated by the federally-funded project during the grant period. The recipient may apply program income, excluding interest income, to meet matching requirements, or may reprogram it for eligible program activities. The amount of program income and its disposition must be reported to the Department on the monthly financial status reports and at the time of submission of the final close-out report.

E. INTEREST FROM CASH ADVANCES

Non-profit Recipients shall invest cash advances in compliance with section .22 of OMB Circular A-110 as revised. Local Governments shall invest cash advances in compliance with section .21 (h) (2) (i) of the Common Rule. All Recipients shall maintain advances of Federal funds in interest-bearing accounts, unless the following applies:

**CSBG-ARRA
ATTACHMENT B
PROGRAM STATUTES AND REGULATIONS**

(1) NON-PROFITS ONLY:

- (a) The Recipient receives less than \$120,000 total from all federal awards per year.
- (b) The best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on Federal cash balances from all Federal awards received each year.
- (c) The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resource. Interest earned off cash advances shall be reflected on the monthly financial status report and the close-out reports.

(2) LOCAL GOVERNMENTS

Except for interest earned on advance of funds exempt under the Intergovernmental Cooperation Action (31 U.S.C. 6501 et. seq.) and the Indian Self-Determination Act (23 U.S.C. 450), grantees and sub-grantees shall promptly, but at least quarterly, remit interest earned on advances to the Federal agency. The grantee or sub-grantee may keep interest amounts up to \$100 per year for administrative expenses for all interest accrued from all federal awards received. The interest maintained for administrative expenses must be proportionate to the program's contribution to the interest earned.

F. MODIFICATIONS

(1) The Department shall not be obligated to reimburse the Recipient for outlays in excess of the funded amount of this Agreement unless and until the Department officially approves such expenditures by executing a written modification to the original contractual Agreement.

(2) The following conditions will govern modifications to this agreement:

(a) An unlimited budgeted amount may be moved from any line item to the direct client assistance line item without written departmental approval. These changes will become effective upon the Department receiving and accepting an accurate amended budget summary, budget detail, workplan and workplan summary reflecting these changes.

(b) With the exception given in (a) above, all requests for modifications to increase or decrease any line item by more than 20% must be submitted to the Department for approval thirty (30) days prior to the anticipated implementation date. Failure to meet this time frame may result in reimbursement delays. The Recipient must use a CSBG-ARRA modification package, approved by the Department, which includes an amended budget summary, budget detail, work plan and work plan summary. Changes which are mutually agreed upon shall be valid only when reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement.

**CSBG-ARRA
ATTACHMENT B
PROGRAM STATUTES AND REGULATIONS**

(c) Modifications to increase or decrease any line item by less than 20 percent, may be made without the Department's written approval. These changes will become effective upon the Department receiving and accepting as accurate an amended budget summary, budget detail, work plan and workplan summary reflecting these changes.

(d) Only unobligated funds may be transferred from one line item to another line item.

(e) Budget changes must not result in over expenditure of the amounts stated in section (17)(a) of this agreement nor the limits set for administrative or secondary administrative expenses.

G. CSBG-ARRA CLIENT ELIGIBILITY

(1) The Recipient shall certify that each household receiving CSBG-ARRA funded services is income eligible. The sum of all countable income from all household members must be used in determining eligibility. The total household income cannot exceed 200 percent of the current Office of Management and Budget Poverty Guidelines. A "household" is an individual or group of individuals living together as one economic unit. The Recipient must secure income documentation that is no more than one year old of all household income sources. In the event that the applicant cannot provide income documentation, the Recipient shall require the applicant to provide a signed certification of eligibility to attest to the applicant's verbal declaration of total household income. This certification must specify the reasons that no current documentation can be supplied by the applicant and a statement of how the applicant is providing for his/her basic needs.

(2) Recipients are required to have written applicant appeal procedures. Any applicant denied CSBG-ARRA services must be provided a written notice of the denial which includes the appeals process and the reason(s) for the denial. In cases where the denial is for lack of documentation, the agency must explain what specific documents are required in order for the applicant to reapply for services.

H. MONITORING

(1) The Recipient shall allow the Department to carry out monitoring, evaluation and technical assistance and shall ensure the cooperation of its employees, and of any sub-recipients with whom the Recipient contracts to carry out program activities.

(2) Training and technical assistance shall be provided by the Department, within limits of staff time and budget, upon request by the Recipient and/or upon determination by the Department of Recipient need.

I. BONDING

(1) Non-Profit Organizations: The Recipient agrees to purchase a blanket fidelity bond covering all officers, employees and agents of the Recipient holding a position of trust and authorized to handle funds received or disbursed under this Agreement. Individual bonds apart from the blanket bond are not acceptable. The amount of the bond must cover each officer, employee and agent up to an amount which is equal to at least one-half of the total CSBG-ARRA contract amount.

**CSBG-ARRA
ATTACHMENT B
PROGRAM STATUTES AND REGULATIONS**

(2) Local Governments: The Recipient agrees to purchase a fidelity bond in accordance with Section 13.07, Fla. Stat and/or Section 624.4622 Fla, Stat. The fidelity bond must cover all officers, employees and agents of the Recipient holding a position of trust and authorized to handle funds received or disbursed under this Agreement.

**CSBG-ARRA
ATTACHMENT C
RECORDKEEPING**

(1) The Recipient will maintain a separate record for each CSBG-ARRA client which includes at least the following data: name, address, sex, race, age, income amount and method of verification for each member of the client's household, date client was interviewed, services provided to the client and documentation of any denial of client services. All CSBG-ARRA assistance applications must be signed by the client and by the Recipient's representative.

(2) All records, correspondence, employee time sheets, board minutes, board meeting notices and other documents related to CSBG-ARRA funded activities shall be available for public inspection during normal business hours.

**CSBG-ARRA
ATTACHMENT D
REPORTS**

A. Annual reports

(1) Within 45 days after the end of the Agreement, the Recipient shall submit the CSBG-ARRA Close-out Report, including the CSBG-ARRA Final Financial Report, a refund check for any unspent funds, and the CSBG-ARRA Final Program Report.

(2) Recipients will complete and submit the CSBG Information System Survey. The Recipient will be notified in writing of the due date.

(3) Agencies that are below the \$500,000 threshold of Federal awards in its fiscal year and thus are exempt from the federal single audit act requirements, shall submit with their contract proposal a copy of their most recent IRS Form 990.

B. Quarterly Reports

The CSBG-ARRA quarterly program reports must be provided to the Department no later than the six (6) calendar days following the end of the last month of the quarterly reporting period.

C. Monthly reports

The CSBG-ARRA Monthly Financial Status Reports must be provided to the Department no later than the twenty-first (21st) day of each month following the end of the reporting period regardless of whether or not funds were expended.

D. Monitoring Report Responses

A written response to all monitoring report findings and/or concerns must be provided to the Department no later than 35 days from the date of the monitoring report.

E. Cost Allocation Plans

2 CFR Part 215, Subpart C, Section 215.21(6) requires that recipients financial systems provide for a written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable federal cost principles and terms and conditions of the award. To document this, Recipients must submit with copies of the written cost allocation plans to the Department with their contracts.

F. Central Contractor Registration

Recipient must maintain current registrations in the Central Contractor Registration (www.ccr.gov) at all times during which they have active federal awards with ARRA funds. A Dun and Bradstreet Data Universal Number System (DUNS) number (www.dnb.com) is one of the requirements for registering in the Central Contractor Registration.

G. Additional Data Reporting

This award requires the recipient to complete projects and activities which are funded under the ARRA and to report on use of ARRA funds provided through this award. As the details of the reporting requirements are received from the U.S. Department of Health and Human Services, additional data reporting may be required of the Recipient. Information from these reports will be made available to the public.

**CSBG-ARRA
ATTACHMENT D
REPORTS**

H. Additional Reports

Upon reasonable notice, the Recipient shall provide additional program updates or information as may be required by the Department, including supporting or source documentation for any reports identified in this section.

The reports shall be submitted to:

Ms. Hilda Frazier, Planning Manager
Florida Department of Community Affairs
Division of Housing & Community Development
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

**CSBG-ARRA
ATTACHMENT E
JUSTIFICATION OF ADVANCE PAYMENT**

RECIPIENT: (type here)

Indicate by checking one of the boxes below if you are requesting an advance. If an advance payment is requested, budget data on which the request is based must be submitted. Any advance payment under this Agreement is subject to s. 216.181(16), Florida Statutes. The amount which may be advanced shall not exceed the expected cash needs of the Recipient within the initial three months of the Agreement.

<input type="checkbox"/> NO ADVANCE REQUESTED No advance payment is requested. Payment will be solely on a reimbursement basis. No additional information is required.	<input type="checkbox"/> ADVANCE REQUESTED Advance payment of \$ 0.00 is requested. Balance of payments will be made on a reimbursement basis. These funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and equipment. We would not be able to operate the program without this advance.
--	---

ADVANCE REQUEST WORKSHEET

If you have previous contract history with department and are requesting an advance for this agreement, complete the following worksheet (double click on the table below to activate the embedded Excel spreadsheet):

Description	FY 2006-07	FY 2007-08	FY 2008-09	Total
Initial Contract Allocation				\$0.00
First 3 Months Contract Expenditures ¹				\$0.00
Ave. % Expended in First 3 Months				0%

¹ First three months in which funds were expended.

CALCULATION OF MAXIMUM ADVANCE

$$0\% \quad \times \quad \frac{\text{DCA Award}}{\text{(not including any match)}} = \text{\$0.00 Max. Advance}$$

REQUEST FOR WAIVER OF CALCULATED MAXIMUM

Check the applicable box below:

- ☐ Recipient has no previous DCA contract history (*Complete the Estimated Expenses chart below*)
- ☐ Recipient has exceptional circumstances that require an advance greater than the Maximum Advance calculated above. (*Complete both the Estimated Expenses chart and the Explanation of Exceptional Circumstances section below*)

**CSBG-ARRA
ATTACHMENT E
JUSTIFICATION OF ADVANCE PAYMENT**

ESTIMATED EXPENSES *(double click on the table below to activate the embedded Excel spreadsheet)*

BUDGET CATEGORY	Anticipated Expenditures for First Three Months of Contract
ADMINISTRATIVE COSTS (Include Secondary Administration)	
PROGRAM EXPENSES	
TOTAL EXPENSES	\$0.00

EXPLANATION OF EXCEPTIONAL CIRCUMSTANCES:

**CSBG-ARRA
ATTACHMENT F
WARRANTIES AND REPRESENTATIONS**

Financial Management

Recipient's financial management system must include the following:

- (1) Accurate, current and complete disclosure of the financial results of this project or program.
- (2) Records that identify the source and use of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- (3) Effective control over and accountability for all funds, property and other assets. Recipient shall safeguard all assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each Request For Payment. Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures to determine whether costs are allowed and reasonable under the provisions of the applicable OMB cost principles and the terms and conditions of this Agreement.
- (6) Cost accounting records that are supported by backup documentation.

Competition

All procurement transactions shall be done in a manner to provide open and free competition. The Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure excellent contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, considering the price, quality and other factors. Solicitations shall clearly set forth all requirements that the bidder or offeror must fulfill in order for the bid or offer to be evaluated by the Recipient. Any and all bids or offers may be rejected when it is in the Recipient's interest to do so.

Codes of Conduct

The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The standards of conduct shall provide for disciplinary actions to be applied for violations of the standards by officers, employees, or agents of the Recipient.

**CSBG-ARRA
ATTACHMENT F
WARRANTIES AND REPRESENTATIONS**

Business Hours

The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from _____ to _____ (times and days of week)

Licensing and Permitting

All subcontractors or employees hired by the Recipient shall have all current licenses and permits required for all of the particular work for which they are hired by the Recipient.

**CSBG-ARRA
ATTACHMENT G**

**Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion**

Subcontractor Covered Transactions

- (1) The prospective subcontractor of the Recipient, _____, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Contractor's subcontractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

(Sub-Contractor's Name)

(Recipient's Name)

(Authorized Signature)

Date: _____

(Print Name and Title)

(DCA Contract Number)

(Street Address)

(City, State, Zip)

**CSBG-ARRA
ATTACHMENT H
STATEMENT OF ASSURANCES**

A. Interest of Certain Federal Officials

No member of or delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

B. Interest of Members, Officers, or Employees of Recipient, Members of Local Governing Body, or Other Public Officials

No member, officer, or employee of the Recipient, or its delegates or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any interest direct or indirect, in any contract, subrecipient agreement or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Agreement. The Recipient shall incorporate or cause to be incorporated in all such Agreements, a provision prohibiting such interest pursuant to the purposes of this subsection. No board member, officer or employee will be permitted to receive any remuneration or gift in any amount. Board members may receive travel expenses in accordance with s. 112.061, Florida Statutes.

C. Nepotism

The Recipient agrees to abide by the provisions of s.112.3135, Florida Statutes, pertaining to nepotism in their performance under this Agreement.

D. CSBG-ARRA Assurances

The Recipient hereby assures and certifies as a condition of receipt of CSBG-ARRA funds, that it and its subrecipients will comply with the applicable requirements of Federal and State laws, rules, regulations, and guidelines. As part of its acceptance and use of CSBG-ARRA funds, the Recipient assures and certifies that:

(1) The Recipient possesses the legal authority to apply for the grant, and that the contract proposal has been approved by the Recipient's governing body, including all assurances contained herein.

(2) The Recipient will use all CSBG-ARRA funds to provide services and activities having a measurable and potentially major impact on causes of poverty in the community with employment being a major component. At least 30 percent (30%) of the Recipient's CSBG-ARRA budget must be used for employment, job creation, job retention, job stabilization, placement or job training activities. These activities must be tied to CSBG National Goals 1 and 2.

All funds not used during the contract period will be returned to the Department of Community Affairs with the close-out report on or before the due date. All unspent funds will be returned to the U.S. Department of Health and Human Services. There will be no carry-over of unspent CSBG-ARRA funds.

**CSBG-ARRA
ATTACHMENT H
STATEMENT OF ASSURANCES**

(3) The recipient assures and provides documentation that the Community Services Block Grant board is administered through a tri-partite board that meets the requirements of 9B-22.001, F.A.C. and 42 U.S.C.9910, Section 676B. The CSBG board will fully participate in the development, planning, implementation, and evaluation of the CSBG-ARRA program to serve low-income communities.

(4) The Recipient will provide for coordination among anti-poverty programs in each community.

(5) The Recipient possesses the sound fiscal controls and fund accounting procedures necessary to adequately safeguard the assets of the agency, check the accuracy and reliability of accounting data, promote operating efficiency and maintain compliance with audit procedures and prescribed management policies of the agency.

(6) The Recipient will permit and cooperate with Federal and State investigations designed to evaluate compliance with the law. The Recipient will notify the Department in writing immediately of any allegations or acts pertaining to fraud or the misuse of CSBG-ARRA funds.

(7) The Recipient will give the Department, the Auditor General or any authorized representative complete access to examine all records, books, papers or documents related to all fiscal and program operations of the grant, including those of any sub-recipient.

(8) The Recipient will comply with non-discrimination provisions, in accordance with Florida Statutes; section 678(F)(c)(1) of Public Law 97-35, as amended; Titles VI and VII of the Civil Rights Act of 1964; and 45 C.F.R. Parts 84, 86 and 90.

(9) The Recipient will comply with section 678F(a)(1) of Public Law 97-35, as amended, which prohibits use of CSBG-ARRA funds for purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or other facility.

(10) CSBG-ARRA administrative expenses shall not exceed 15 percent of the total final CSBG-ARRA expenditures at close-out. Any amount in excess of this limit shall be refunded to the Department at time of contract close-out.

(11) If secondary administrative expenses are requested, the following conditions must be met:

(a) CSBG-ARRA Budget, Attachment A and Workplan and Quarterly Report Form, Attachment L must document how these expenses will be used to support eligible CSBG-ARRA Community Action Plan activities.

(b) The administrative expenses of the secondary grant source must be fully utilized prior to using CSBG-ARRA funds for secondary administrative expenses.

(c) CSBG-ARRA funds may not be used to increase administrative expenses for a secondary grant source above 15 percent of the secondary grant source's total grant amount.

(d) Only the Recipient is eligible for these funds. Secondary administration may not be claimed or used by sub-recipients.

(e) All contracts and fiscal expense documentation related to the grant sources for which secondary administration is claimed must be made available to the Department upon request.

**CSBG-ARRA
ATTACHMENT H
STATEMENT OF ASSURANCES**

(f) Audit costs, travel and association dues are not allowable secondary administrative expenses.

(g) Under no circumstances shall secondary administrative expenses be approved for costs already covered by the CSBG secondary grant source or any other administrative costs exceeding the total of 15 percent of the total secondary grant source budget.

(12) If the Recipient administers a transportation program, it will comply with Chapter 427, Florida Statutes, so that it will coordinate with the appropriate transportation provider(s).

(13) The CSBG-ARRA application and all its attachments, including budget data, are true and correct.

(14) In accordance with section 678F(b)(1)(2) of Public Law 97-35, as amended, the Recipient will prohibit any political activities by the Recipient or employees in accordance with the Hatch Act restrictions on political activity

(15) In accordance with section 678(G)(a) of Public Law 97-35, as amended, the Recipient may conduct drug testing on CSBG-ARRA program participants. If the Recipient does so, it must inform participants, who test positive, and refer them to treatment facilities.

(16) In accordance with section 678G(b) of Public Law 97-35, as amended, the Recipient assures that it will inform custodial parents in single parent homes who participate in CSBG-ARRA funded programs about the availability of child-support services and refer them to the appropriate state and local child support offices.

(17) In accordance with section 676(b)(11) and section 676(b)(3) of Public Law 97-35, as amended, the Recipient must provide the Department with an agency Community Action Plan that consists of the following:

- (a) A community needs assessment for the community served;
- (b) A description of the service-delivery system targeted to low-income individuals and families in the service area with an emphasis on employment and job creation and retention;
- (c) A description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow-up consultation to support ARRA efforts and avoid duplication of services;
- (d) A description of how funding under this Act will be coordinated with other public and private resources; and
- (e) A description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability, and community revitalization.

(18) The Recipient assures that the Workplan and Quarterly Report Form, Attachment L to this agreement is consistent with the most current Community Action Plan officially adopted by the Recipient's board of directors.

(19) The Recipient agrees to comply with Part C of Public Law 103-227, the "PRO-KIDS Act of 1994" (Act), which requires that smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts. The law does not apply to children's services

**CSBG-ARRA
ATTACHMENT H
STATEMENT OF ASSURANCES**

provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.

(20) The Recipient assures that the above language contained in Section (19) of Attachment H of this Agreement will be included in any sub-contracts which contain provisions for children's services and that all sub-Recipients shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1000 per day.

(21) The Recipient assures, as stated in Section 507 of Public Law 103-333 "Purchase of American-Made Equipment and Products", that to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made.

(22) The Recipient assures that no sub-awards under this program shall be used to support inherently religious activities such as religious instruction, workshop, or proselytization. Organizations must take steps to separate, in time or location, their inherently religious activities from the services funded this program. Regulations pertaining to the prohibition of Federal funds for inherently religious activities can be found on the United States Department of Health and Human Services (HHS) website at: <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

(23) Each Recipient receiving an allotment for a fiscal year shall adhere to the Application and Plan assurances set forth in section 676 of Public Law 97-35, as amended.

(24) This Agreement has been approved by the Recipient's governing body by official action and for public agencies, the Recipient's Community Action Board, and the officer who signs it is duly authorized to do so.

(25) The Recipient shall secure and maintain an internet computer service and notify the Department of their e-mail address.

(26) The Recipient shall develop a Memorandum of Understanding with all Work Force Florida, Incorporated boards in their service area. The Memorandum of Understanding shall detail cooperative workforce training and employment efforts and shall describe the actions that will be taken by both parties to assure the coordination and partnership of the CSBG-ARRA program and Work Force Florida, Incorporated "One-Stop" delivery system, services and information.

(27) When providing rental or mortgage assistance with CSBG-ARRA funds, the Recipient will secure either a rental/lease agreement or mortgage documentation and place a copy of the documentation in the client's file.

(28) The Recipient will budget for and have appropriate staff attend training sessions as determined by the Department to cover CSBG-ARRA policies and procedures.

(29) The Recipient will participate in the Results Orientated Management and Accountability (ROMA). This includes management, staff and Community Action Board members attending ROMA training provided by a certified ROMA instructor.

**CSBG-ARRA
ATTACHMENT I
PROPERTY MANAGEMENT AND PROCUREMENT**

Recipient shall comply with property management standards for non-expendable property equivalent, at a minimum, to OMB Circular A-102, revised or OMB Circular A-110, revised, Subpart C, Post Award Requirements, and the awarding federal agency's "Common Rule."

**CSBG-ARRA
ATTACHMENT J
SPECIAL CONDITIONS**

- A. The Recipient and its sub-recipients shall comply with the following special conditions:
None.

- B. Failure of the Recipient or its sub-recipients to comply with the special conditions under this Agreement shall be cause for the immediate suspension of payments, and may be cause for the immediate termination of this Agreement.

CSBG-ARRA ATTACHMENT K

RECIPIENT INFORMATION

1. RECIPIENT: Seminole County

2. COUNTIES TO BE SERVED WITH THESE FUNDS: 1 Seminole County

3. GENERAL ADMINISTRATIVE INFORMATION

A. Agency Head (Executive Director or Chief Department Administrator)

Name: Michele Saunders Title: Department Director

Street Address: 534 W. Lake Mary Blvd County: Seminole

City: Sanford, FL Zip Code: 32773

Telephone (407) 665-2301 Fax (407) 665-2309 E-Mail: msaunders@seminolecountyfl.gov

MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

Address: _____

City: _____, FL Zip Code: _____

B. Chief Elected Official for Local Governments or President/Chair of Board for Nonprofits
(Home or business address other than agency address.)

Name: Bob Dallari Title: Chairman

Street Address: 1101 E. First Street County: Seminole

City: Seminole, FL Zip Code: 32771

Telephone (407) 665-7215 Fax (407) 665-7958 E-Mail: bdallari@seminolecountyfl.gov

C. FOR PUBLIC AGENCIES: Chair of Community Action Board
(Home or business address other than agency address.)

Name: Sara Reece Title: CSBG Board Chairman

Street Address: 225 Newburyport Avenue County: Seminole

City: Altamonte Springs, FL Zip Code: 32701

Telephone () Fax () E-Mail: sara@orhs.org

D. RECIPIENT CONTACT PERSON/PROGRAM COORDINATOR

Name: Carmen Hall Title: Housing Program Manager

Street Address: 534 W. Lake Mary Blvd County: Seminole

City: Sanford, FL Zip Code: 32773

Telephone (407) 665-2394 Fax (407) 665-2358 E-Mail: chall03@seminolecountyfl.gov

E. WARRANT OFFICER (OFFICIAL TO RECEIVE STATE WARRANT)

Name: Maryanne Morse Title: Clerk of Court

Street Address: 301 N. Park Avenue (Street address)

City: Sanford, FL Zip Code: 32771

Telephone (407) 665-4330 Fax (407) 330-7193 E-Mail: _____

F. FINANCIAL CONTACT PERSON

Name: Leo Luttig Title: Business Manager

Street Address: 534 W. Lake Mary Blvd County: Seminole

City: Sanford, FL Zip Code: 32773

Telephone (407) 665-2393 Fax (407) 665-2309 E-Mail: lluttig@seminolecountyfl.gov

G. PERSON(S) AUTHORIZED TO SIGN FISCAL REPORTS

1. Name: Leo Luttig Title: Business Manager

2. Name: Susie Montgomery Title: Project Coordinator

4. SUB-RECIPIENT INFORMATION

These funds will be transferred to one or more Sub-Recipients: Yes ___ No X

For each Sub-Recipient, attach a copy of Attachment B-2, Sub-Recipient Information

5. AUDIT: Recipient Fiscal Year: **October 1, 2009 to September 30, 2010**

Audit is due nine months from the end of the recipient's fiscal year:

**CSBG – ARRA
ATTACHMENT L
WORKPLAN AND QUARTERLY REPORT**

Community Services Block Grant (CSBG)
ATTACHMENT L
WORKPLAN and FOCAS (Quarterly) Report

Agency: _____ Seminole County

Contract: Community Services Block Grant - ARRA

Quarter: _____ Period: July 1, 2009 - Sept. 30, 2010

Contact: Shirley Davis-Boyce Title: Division Manager

Email: sboyce@seminolecountyfl.gov


Phone: (407) 665-2363

ATTACHMENT L - Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)

CSBG WORK PLAN (WP)

GOAL	TARGET	TITLE	PAGE / TAB *
1	Clients	Low-Income People Become Self-Sufficient	NPI 1
2	Community	The Conditions in Which Low-income People Live are Improved	NPI 2
3	Community	Low-Income People Own a Stake in their Community	NPI 3
4	Agency	Partnerships Among Supporters and Providers of Services to Low-Income People Are Achieved	NPI 4
5	Agency	Agencies Increase Their Capacity to Achieve Results	NPI 5 T1
		Table 1 Broadening the Resource Base -- The number of dollars mobilized by community action.	NPI 5 T2
		Table 2 Agency Staff Improves Their Capacity to Achieve Results	NPI 5.1 T3
		Table 3 Agency Development - Agencies Increase Staff Capacity To Achieve Results Through Training	NPI 5 T4
		Table 4 Agency Has the Capacity to Measure Client Progress Toward Self-Sufficiency	NPI 5 T5
		Table 5 Agency Has the Capacity to Report Client Progress Toward Self-Sufficiency and Provide ROMA Training to Board/Staff	NPI 6
6	Clients	Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Environments	

* Each NPI may have several pages. If so, all pages of the same NPI will be the same color as shown above.

Note: Individual items highlighted in  are **new** items from the revised NASCSP IS Survey forms.

ATTACHMENT L - Workplan and Quarterly Report Form

Community Action Goal 1 (Family) -- Low-Income People Become More Self-Sufficient

Agency Name: _____ Seminole County

FOCAS Outcomes Catalog		A.	B.	C.	D.
Goal 1: Low-Income People Become More Self-Sufficient		WORKPLAN			
		Number of Participants Expected to Achieve Outcome (Target)	Number of Participants Enrolled in Program	Number of Participants Achieving Outcome (Actual)	Percentage Achieving Outcome [C / A = D]
National Performance Indicators:					
1.1 Employment					
1.2 Employment Supports					
1.3 Economic Asset Enhancement and Utilization					
<i>All agencies must report on at least one NPI in Goal 1.</i>					
Results reported in columns B and C are life to date from the beginning of this contract.					
NPI 1.1: EMPLOYMENT - The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed as measured by one or more of the following: (Pgs 13-18)					
A.	Unemployed and obtained a job. (Unduplicated count) (Pg 16)				
B.	Employed and maintained a job for at least 90 days. (Pg 17)				
C.	Employed and obtained an increase in employment income and/or benefits. (Pg 17)				
D.	Achieved "living wage" employment and/or benefits (Pg 18) ["Living Wage" must be a locally adopted rate as identified by a government or formal coalition.]				
<i>In the rows below, please include any additional indicators that were not captured above.</i>					

Narrative Comments:

ATTACHMENT L - Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 1 (Family) -- Low-Income People Become More Self-Sufficient

Agency Name: _____

FOCAS Outcomes Catalog				
Goal 1: Low-Income People Become More Self-Sufficient				
National Performance Indicators:				
1.1 Employment				
1.2 Employment Supports				
1.3 Economic Asset Enhancement and Utilization				
All agencies must report on at least one NPI in Goal 1.				
Results reported in columns B and C are life to date from the beginning of this contract.				
NPI 1.2: EMPLOYMENT SUPPORTS - The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action measured by one or more of the following: (Pgs 19-24)				
A.	Obtained skills/competencies required for employment (Pg 21)	50		
B.	Completed ABE/GED and received certificate or diploma (Pg 21)			
C.	Completed post-secondary education program and obtained certificate/diploma (Pg 21)			
D.	Enrolled children in before or after school programs (Pg 22)			
E.	Obtain care for child or other dependent (Pg 22)	50		
F.	Obtain access to reliable transportation and/or driver's license (Pg 22)			
G.	Obtained health care services for themselves or a family member (Pg 23)			
H.	Obtained safe and affordable housing (Pg 23)			
I.	Obtained food assistance (Pg 23)			
J.	Obtained non-emergency LIHEAP energy assistance (Pg 24)			
K.	Obtained non-emergency WX energy assistance (Pg 24)			
L.	Obtained other non-emergency energy assistance (Pg 24)			
(State/local/private energy programs. DO NOT include LIHEAP or WX)				
In the rows below, please include any additional indicators that were not captured above.				
M.	Obtained identification or work permit documentation for employment (social security card, work permit, legal immigration papers, etc.)			

Narrative Comments: Sub Recipient Agreement with Workforce Central Florida, Inc. for Training

ATTACHMENT L - Workplan and Quarterly Report Form
 FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
 Community Action Goal 1 (Family) -- *Low-Income People Become More Self-Sufficient*

Agency Name: _____ Seminole County

FOCAS Outcomes Catalog		A.	B.	C.	D.	E.
Goal 1: Low-Income People Become More Self-Sufficient		WORKPLAN				
National Performance Indicators:		Number of Participants Expected to Achieve Outcome (Target)	Number of Participants Enrolled in Program	Number of Participants Achieving Outcome (Actual)	Percentage Achieving Outcome [C / A = D]	Aggregated Dollar Amounts (Payments, Credits or Savings)
1.1 Employment						
1.2 Employment Supports						
1.3 Economic Asset Enhancement and Utilization						
All agencies must report on at least one NPI in Goal 1.						
Results reported in columns B and C are life to date from the beginning of this contract.						
NPI 1.3: ECONOMIC ASSET ENHANCEMENT AND UTILIZATION -- The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following: (Pgs 25-29)						
A. Enhancement						
1. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits. (Pg 27)						
2. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments. (Pg 27)						
3. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings. (Pg 27)						
In the rows below, please include any additional indicators that were not captured above.						

Narrative Comments:

ATTACHMENT L - Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 1 (Family) -- Low-Income People Become More Self-Sufficient

Agency Name: _____ **Seminole County**

FOCAS Outcomes Catalog				
Goal 1: Low-Income People Become More Self-Sufficient				
National Performance Indicators:				
1.1 Employment				
1.2 Employment Supports				
1.3 Economic Asset Enhancement and Utilization				
<i>All agencies must report on at least one NPI in Goal 1.</i>				
Results reported in columns B and C are life to date from the beginning of this contract.				
NPI 1.3: ECONOMIC ASSET ENHANCEMENT AND UTILIZATION -- The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following: (Pgs 25-29).				
B. Utilization				
A. WORKPLAN Number of Participants Expected to Achieve Outcome (Target)	B Number of Participants Enrolled in Program	C. Number of Participants Achieving Outcome (Actual)	D. Percentage Achieving Outcome [C / A = D]	E. Aggregated Dollar Amounts (Payments, Credits or Savings)
1. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days. (Pg 27)				N/A
2. Number and percent of participants opening an Individual Development Account (IDA) or other savings account. (Pg 28)				N/A
3. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings. (Pg 28)				
4. Of participants in a Community Action assets development program (IDA or others):				
a) Number and percent of participants capitalizing a small business with accumulated savings (Pg 28)				
b) Number and percent of participants pursuing post-secondary education with accumulated savings. (Pg 28)				
c) Number and percent of participants purchasing a home with accumulated savings. (Pg 29)				
d) Number and percent of participants purchasing other assets with accumulated savings. (Pg 29)				
<i>In the rows below, please include any additional indicators that were not captured above.</i>				

Narrative Comments:

ATTACHMENT L - Workplan and Quarterly Report Form
 FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
 Community Action Goal 2 (Community) -- *The Conditions in Which Low-Income People Live are Improved*

Agency Name: _____ Seminole County

FOCAS Outcomes Catalog					
Goal 2: The Conditions in Which Low-Income People Live are Improved					
National Performance Indicators:					
2.1 Community Improvement and Revitalization					
2.2 Community Quality of Life and Assists					
2.3 Community Engagement					
2.4 Employment Growth from ARRA Funds					
*****NEW INDICATOR*****					
*****NEW INDICATOR*****					
All agencies must report on at least one NPI in Goal 2.					
Results reported in columns 3 and 5 are life to date from the beginning of this contract.					
NPI 2.1: COMMUNITY IMPROVEMENT AND REVITALIZATION -- Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects, initiatives or advocacy with other public and private agencies as measured by one or more of the following: (Pgs 30-35)					
	2	3	4	5	
	Number of Projects or Initiatives		Number of Opportunities and/or Community Resources Preserved or Increased		
	WORKPLAN Expected to Achieve	Achieved	WORKPLAN Expected to Achieve	Achieved	
A. Jobs created, or saved, from reduction or elimination in the community (Pg 32)					
B. Accessible "living wage" jobs created or saved from reduction or elimination in the community. (See footnote) (Pg 32)					
C. Safe and affordable housing units created in the community. (Pg 33)					
D. Safe & affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy. (Pg 33)					
E. Accessible, safe and affordable health care services/facilities for low-income people created or saved from reduction or elimination (Pg 33)					
F. Accessible, safe and affordable child care or child development placement opportunities for low-income families created, or saved from reduction or elimination. (Pg 34)					
G. Accessible before-school and after-school program placement opportunities for low-income families created, or saved from reduction or elimination. (Pg 34)					
H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public/private transportation. (Pg 34)					
I. Accessible or increased educational & training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED and post-secondary education. (Pg 35)					
In the rows below, please include any additional indicators that were not captured above.					

"Living wage" must be a locally adopted rate as identified by a local government or formal coalition.

Narrative Comments:

ATTACHMENT L - Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 2 (Community) -- The Conditions in Which Low-Income People Live are Improved

Agency Name: _____ **Seminole County**

FOCAS Outcomes Catalog		2	3	4	5
Goal 2: The Conditions in Which Low-Income People Live are Improved		Number of Program Initiatives or Advocacy Efforts		Number of Community Assets, Services or Facilities Preserved or Increased	
National Performance Indicators:		WORKPLAN Expected to Achieve		WORKPLAN Expected to Achieve	
2.1 Community Improvement and Revitalization					
2.2 Community Quality of Life and Assists					
2.3 Community Engagement					
2.4 Employment Growth from ARRA Funds					
All agencies must report on at least one NPI in Goal 2.					
Results reported in columns 3 and 5 are life to date from the beginning of this contract.					
NPI 2.2: COMMUNITY QUALITY OF LIFE AND ASSETS -- The quality of life and assets in low-income neighborhoods are improved by Community Action initiatives or advocacy, as measured by one or more of the following: (Pgs 36-39)					
A.	Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets. (Pg 37)				
B.	Increase in the availability or preservation of community facilities (Pg 38)				
C.	Increase in the availability or preservation of community services to improve public health and safety. (Pg 38)				
D.	Increase in the availability or preservation of commercial services within low-income neighborhoods. (Pg 38)				
E.	Increase in, or preservation of, neighborhood quality-of-life resources. (Pg 39)				
In the rows below, please include any additional indicators that were not captured above.					

Narrative Comments:

ATTACHMENT L - Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 2 (Community) -- The Conditions in Which Low-Income People Live are Improved

Agency Name: Seminole County

FOCAS Outcomes Catalog		
Goal 2: The Conditions in Which Low-Income People Live are Improved	2	3
National Performance Indicators:		
2.1 Community Improvement and Revitalization		
2.2 Community Quality of Life and Assists		
2.3 Community Engagement		
2.4 Employment Growth from ARRA Funds		
*****NEW INDICATOR***** *****NEW INDICATOR*****		
All agencies must report on at least one NPI in Goal 2. Results reported in columns 3 and 5 are life to date from the beginning of this contract.		
NPI 2.3: COMMUNITY ENGAGEMENT -- The number of community members working with Community Action to improve conditions in the community. (Pgs 40-41)		
A	Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives. (Pg 41)	
	Number of volunteer hours donated to the agency. (Pg 41) [These cells will automatically fill once items 1 and 2 below are completed.]	1,308
	Hours donated by low-income people taking part in one or more of the following:	
	a) Serve on the CAA Board of Directors	
	b) Serve on Head Start Policy Councils	
	c) Serve on Family Center / Parent Councils	
	d) Serve on other CAA Advisory Boards, councils, or committees	
1.	e) Serve on other community advisory or governing boards or committees as a representative of the CAA.	36
	f) Assist with program activities and logistics	
B.	g) Participate in advocacy to meet agency and community goals	
	h) Participate in advocacy to influence the policies and practices of government and/or private entities so that they are responsive to the needs of low-income people.	
	i) Other CAA clients or low-income persons volunteer with the agency.	
	Total volunteer hours from low-income people	36
	Hours donated by non-low income persons to your agency or agency supported activities from one of the following groups:	
	a) General Public	1,200
	b) CAA non-low income board members	72
	c) Other non-profit or government agencies	
	d) Business Community	
	e) Other (Please identify in Narrative Comments below.)	
	Total volunteer hours from non low-income people	1,272
		0

Narrative Comments:
2.3 1E-Low-Income CSBG Advisory Board members
2.3 2A-Experience work Staff and interns
2.3 2B-CSBG Advisory Board Memembers

ATTACHMENT L - Workplan and Quarterly Report Form
 FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
 Community Action Goal 2 (Community) -- *The Conditions in Which Low-Income People Live are Improved*

Agency Name: Seminole County

FOCAS Outcomes Catalog		2	3
Goal 2: The Conditions in Which Low-Income People Live are Improved			
National Performance Indicators:		WORKPLAN	
2.1 Community Improvement and Revitalization		Number of Jobs Expected to Achieve	Number of Jobs Achieved
2.2 Community Quality of Life and Assists			
2.3 Community Engagement	*****NEW INDICATOR*****		
2.4 Employment Growth from ARRA Funds	*****NEW INDICATOR*****		
<p>All agencies must report on at least one NPI in Goal 2. Results reported in column 3 is life to date from the beginning of this contract.</p> <p>NPI 2.4: EMPLOYMENT GROWTH FROM ARRA FUNDS -- The total number of jobs created or saved, at least in part by ARRA funds, in the community. (Pgs 42-43)</p>			
A	Jobs created at least in part by ARRA Funds (Pg 43)	2	
B	Jobs saved at least in part by ARRA Funds (Pg 43)	6	

Narrative Comments:

2.4 A- One position created by CSBG-R funds (Workforce Central Florida, Inc. Position) and one position created by HPRP funds.

2.4 B - 6 positions saved with CSBG R and HPRP funds (4 Case Managers, 1 Case Manager Supervisor and 1 Housing Program Manager)

ATTACHMENT L - Workplan and Quarterly Report Form
 FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
 Community Action Goal 3 (Community) -- *Low-Income People Own a Stake in their Community*

Agency Name: _____ Seminole County

FOCAS Outcomes Catalog	2	3
Goal 3: Low-Income People Own a Stake in their Community National Performance Indicators: 3.1 Community Enhancement through Maximum Feasible Participation *****NEW INDICATOR***** 3.2 Community Empowerment through Maximum Feasible Participation <i>All agencies must report on at least one NPI 3.1.</i>	WORKPLAN Number of Volunteer Hours Expected to Achieve	Number of Volunteer Hours Achieved
NPI 3.1: COMMUNITY ENHANCEMENT THROUGH MAXIMUM FEASIBLE PARTICIPATION -- The number of volunteer hours donated to Community Action agency or agency supported activities. (Pg 44)		
Total number of volunteer hours donated by <u>low-income individuals</u> to Community Action. (Pg 44) (This is <u>ONLY</u> the number of volunteer hours from individuals who are <i>low-income</i> .)	<div style="border: 2px solid black; padding: 5px; width: 100px; margin: 0 auto;">36</div>	<div style="border: 2px solid black; padding: 5px; width: 100px; margin: 0 auto;">0</div>

These fields will automatically fill from NPI 2.3.

In the rows below, please include any additional indicators that were not captured above.

--

Narrative Comments:

--

ATTACHMENT L - Workplan and Quarterly Report Form
 FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
 Community Action Goal 3 (Community) -- *Low-Income People Own a Stake in their Community*

Agency Name: _____ Seminole County

FOCAS Outcomes Catalog		2	3
Goal 3: Low-Income People Own a Stake in their Community			
National Performance Indicators:		WORKPLAN Number of Low-Income People Expected to Participate	Number of Low-Income People Who Participated
3.1 Community Enhancement through Maximum Feasible Participation *****NEW INDICATOR*****			
3.2 Community Empowerment through Maximum Feasible Participation			
<p><i>All agencies must report on at least one NPI 3.1.</i></p> <p>Results reported in column 3 is life to date from the beginning of this contract.</p> <p>NPI 3.2: COMMUNITY EMPOWERMENT THROUGH MAXIMUM FEASIBLE PARTICIPATION -- The number of low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following: (Pgs 45-47)</p>			
A.	Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy-setting through Community Action efforts. (Pg 46)	3	
B.	Number of low-income people acquiring businesses in their community as a result of Community Action Assistance. (Pg 47)		
C.	Number of low-income people purchasing their own home in their community as a result of Community Action assistance. (Pg 47)		
D.	Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action. (Pg 47)		
In the rows below, please include any additional indicators that were not captured above.			

Narrative Comments:

ATTACHMENT L - Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 4 (Agency) -- Partnerships Among Supporters and Providers of Services
to Low-Income People Are Achieved

Agency Name: Seminole County

FOCAS Outcomes Catalog		2	3
Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved		WORKPLAN Number of Organizational Partnerships Expected to Achieve Outcome	ACTUAL Number of Organizational Partnerships Achieved
National Performance Indicators:			
4.1 Expanding Opportunities through Community-Wide Partnerships			
All agencies must report on NPI 4.			
Results reported in column 3 is life to date from the beginning of this contract.			
NPI 4.1: EXPANDING OPPORTUNITIES THROUGH COMMUNITY-WIDE PARTNERSHIPS -- The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes. (Pgs 48-50)			
A.	Non-Profit	14	
B.	Faith Based	2	
C.	Local Government	3	
D.	State Government	3	
E.	Federal Government	1	
F.	For-Profit Business or Corporation	69	
G.	Consortiums/Collaboration		
H.	Housing Consortiums/Collaboration		
I.	School Districts		
J.	Institutions of post secondary education/training		
K.	Financial/Banking Institutions		
L.	Health Service Institutions		
M.	State wide associations or collaborations		
In the rows below, please add other types of partners with which your CAA has formed relationships that were not captured above. Please describe these partnerships in Narrative Comments below.			
The total number of organizations CAAs work with to promote family and community outcomes		92	0

(A partnership or collaboration is defined as a formal relationship documented by a written agreement such as a Memorandum of Understanding or service contract, a final agreement, informal working relationships or alliances between the CAP and one or more public or private organizations to foster CSBG goals.)

Narrative Comments: Same partnerships reported on the regular CSBG

ATTACHMENT L - Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 5 (Agency) -- Agencies Increase Their Capacity to Achieve Results

Agency Name: Seminole County

Table 1 -- Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People				
FOCAS Outcomes Catalog				
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results	2	3	4	5
National Performance Indicators: This is a Florida indicator and does not tie directly to a NPI. Broadening the Resource Base -- The number of dollars mobilized by community action. (All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan. For further instructions, see Information System Survey Instructions, Part I: Section F.)	Funding Received by Source in 2008-2009	Anticipated Funding by Source in 2009-2010	Anticipated Increase or Decrease in Dollars	Actual Funding by Source in 2009-2010
Funding Sources				
A. Community Services Block Grant (CSBG)	0	378,321	378,321	
B. Federal Government Resources -- Other than CSBG				
a) Weatherization Assistance program funded by DOE through DCA				
b) LIHEAP - Fuel Assistance (HHS)				
c) LIHEAP - Weatherization (HHS)				
d) Head Start (HHS)				
e) Early Head Start (HHS)				
f) Older Americans Act (HHS)				
g) SSBG (HHS)				
h) Medicare/Medicaid (HHS)				
i) Temporary Assistance to Needy Families (TANF)				
j) Child Care Development Block Grant from (CCDBG)				
k) Other HHS Resources (List in order of size. Give the name of the source and the CFDA number. Do not use abbreviations. All HHS CFDA's start with '93.') 1)				
2)				
3)				
4)				
l) Women, Infant and Children (WIC)(USDA)				
m) USDA non-food programs (e.g. rural development)				
n) All other USDA Food Programs				
o) CDBG federal, state or local	0	648,202	648,202	
p) Housing Programs funded by HUD 1) Section 8				
2) Section 202				
3) Home tenant based assistance				
4) HOPE for Homeowner's Program (H4H)				
5) Emergency Shelter Grant Program (ESGP)				
6) Continuum of Care (CoC)				
q) All other HUD programs including homeless programs	0	991,180	991,180	
r) Employment and Training Programs (US DOL)				
s) Other US DOL programs				
t) Corporation for National and Community Service (CNCS) programs	0	14,400	14,400	
u) FEMA				
v) Transportation (US DOT)				
w) Department of Education (EDU)				
x) Department of Justice (DOJ)				
y) Department of Treasury				
z) Other Federal Sources: List by name of funding source. Do not use abbreviations. 1)				
2)				
3)				
4)	0	1,653,782	1,653,782	0
TOTAL: NON-CSBG FEDERAL RESOURCES				

ATTACHMENT L - Workplan and Quarterly Report Form
 FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
 Community Action Goal 5 (Agency) -- Agencies Increase Their Capacity to Achieve Results

Agency Name: Seminole County

Table 1 -- Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People				
	2	3	4	5
	Funding Received by Source in 2008-2009	Anticipated Funding by Source in 2009-2010	Anticipated Increase or Decrease in Dollars	Actual Funding by Source in 2009-2010
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results National Performance Indicators: This is a Florida indicator and does not tie directly to a NPI. Broadening the Resource Base -- The number of dollars mobilized by community action. (All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan. For further instructions, see Information System Survey Instructions, Part 1, Section F.)				
Funding Sources				
C. State Resources (Non-federal, state-appropriated funds)				
a) State appropriated funds used for the same purpose as federal CSBG funds				
b) State Housing and Homeless Programs (including housing tax credits)				
c) State Nutrition Programs				
d) State Day Care and Early Childhood Programs				
e) State Energy Programs				
f) State Health Programs				
g) State Youth Development Programs				
h) State Employment and Training Programs				
i) State Head Start Programs				
j) State Senior Services				
k) State Transportation Programs				
l) State Education Programs				
m) State Community, Rural and Economic Development Programs				
n) State Family Development Programs				
o) Other State Funded programs: List by name of funding source. Do not use abbreviations.				
1)				
2)				
3)				
4)				
TOTAL: STATE RESOURCES	0	0	0	0
D. Local Government Resources				
a) Amount of unrestricted funds appropriated by local government				
b) Amount of restricted funds appropriated by local government				
c) Value of Contract Services				
d) Value of in-kind goods/services received from local government				
e) Other Local Government Resources: Give description or name of program. Do NOT abbreviate.				
1)				
2)				
3)				
4)				
TOTAL: LOCAL GOVERNMENT RESOURCES	0	0	0	0

ATTACHMENT L - Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 5 (Agency) -- Agencies Increase Their Capacity to Achieve Results

Agency Name: Seminole County

Table 1 -- Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People				
FOCAS Outcomes Catalog				
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results	2	3	4	5
National Performance Indicators: This is a Florida indicator and does not tie directly to a NPI. Broadening the Resource Base -- The number of dollars mobilized by community action. <i>All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan Funding Sources</i>	Funding Received by Source in 2009-2009	Anticipated Funding by Source in 2009-2010	Anticipated Increase or Decrease in Dollars	Actual Funding by Source in 2009-2010
E: Private Sector Resources				
a) Funds from Foundations, Corporations, United Way, other non-profits				
b) Other donated funds				
c) Value of donated items, food, clothing, furniture, etc.				
d) Value of in-kind services received from businesses				
e) Payments by clients for services				
f) Payments by private entities for goods or services for low-income clients or communities				
g) Other Private Sector Resources				
1)				
2)				
3)				
4)				
TOTAL: PRIVATE SECTOR RESOURCES	0	0	0	0
TOTAL: ALL NON-CSBG RESOURCES (Non-CSBG Federal Resources + State Resources + Local Government Resources + Private Sector Resources)	0	1,653,782	1,653,782	0
CSBG FUNDS FROM LINE 1	0	378,321	378,321	0
Total Agency Budget (If different from the sum of All Non-CSBG Resources plus CSBG Funds, provide an explanation below.)	0	2,032,103	2,032,103	0

Abbreviations:

CNCS -- Corporation for National and Community Service programs
DCA -- Florida Department of Community Affairs
DEA -- Florida Department of Elder Affairs
DOE -- U. S. Department of Energy
DOJ -- U. S. Department of Justice
DOL -- U. S. Department of Labor
DOT -- U. S. Department of Transportation
EDU -- U. S. Department of Education
FEMA -- Federal Emergency Management Administration

HHS -- U. S. Department of Health and Human Services
HUD -- U. S. Department of Housing and Urban Development
IRS -- Internal Revenue Service
JTPA -- Job Training and Partnership Act
LIHEAP -- Low-Income Home Energy Assistance Program
SSA -- Social Security Administration
SSBG -- Social Services Block Grant
USDA -- U. S. Department of Agriculture
WAP -- Weatherization Assistance Program

For further instructions, see Information System Survey Instructions, Part 1: Section F.

Narrative Comments:

ATTACHMENT L - Workplan and Quarterly Report Form
 FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
 Community Action Goal 5 (Agency) -- Agencies Increase Their Capacity to Achieve Results

Agency Name: Seminole County

Table 2 -- Agencies Increase Staff Capacity to Achieve Results Through Training FOCAS Outcomes Catalog				
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results National Performance Indicators: This is a Florida indicator and does not tie directly to a NPI. Agency Staff Improves Their Capacity to Achieve Results (All agencies must complete all Tables under Goal 5. Complete Columns 2 and 3 for Workplan) Results reported in columns 4 and 5 are life to date from the beginning of this contract.	2 Number of People Who Will Receive Training During this Contract	3 Total Number of Classroom Hours of Training Planned	4 Number of People Who Received Training During this Contract	5 Total Number of Classroom Hours of Training Completed
A. Staff who work with customers in self-sufficiency program receive training specific to case management	5	20		
B. Staff who work with customers in self-sufficiency program receive training specific to family development				
C. Staff who work with grants or contract management receive training specific to expand, update or upgrade their skills.	2	16		
D. Fiscal staff attending training on OMB Circulars or audit compliance.	1	16		
E. Fiscal staff receive accounting, data collection or management training.				
F. Program staff receive data collection or management training.				
G. Staff or management receive ROMA training from a certified ROMA trainer.	6	48		
H. Other training received by staff or management.				
Total Staff and Management Training (Totals for A through H above.)	14	100	0	0
J. Board members receive training related to their roles and responsibilities.				
K. Board members receive ROMA training from a certified ROMA trainer.	5	40		
L. Other training received by CAA Board members.				
TOTAL BOARD MEMBER TRAINING (Total of J through L.)	5	40	0	0

Note: The term "classroom" is used in a very broad sense. This may include in-office training provided by a contractor such as data system training or other forms of employee development; attending a class or seminar, completing web-based or other self-directed instruction, and attending a conference or workshop. The training should be structured and formal.

Narrative Comments: 5 Table 2-A 4 Case Managers, 1 Case Manager Supervisor, 4 hours each ; 5 Table 2-C 1 Case Manager Supervisor and 1 Housing Program Manager, 8 hours each; 5 Table 2-D 1 Business Manager 16 hours training ; 5 Table 2-G 4 Manager Supervisor and 1 Housing Program Manager, 8 hours each; 5 Table 2-K 5 CSBG Board Members, 8 hours each

ATTACHMENT L - Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 5 (Agency) -- Agencies Increase Their Capacity to Achieve Results

Agency Name: _____ **Seminole County**

Table 3 -- Agencies Increase Staff Capacity to Achieve Results Through Training		
FOCAS Outcomes Catalog		3
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results	WORKPLAN	2
National Performance Indicators	Expected Number of Resources in Agency at the end of THIS Contract Year (#)	Actual Number of Resources in Agency (#)
5.1 -- Agency Development		
Agency Staff obtains Credentials That Improve Their Capacity to Achieve Results.		
<i>(All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan. For further instructions, see Information System Survey Instructions, Part 1: Section F.)</i>		
Results reported in column 3 is life to date from the beginning of this contract.		
5.1 AGENCY DEVELOPMENT -- The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following: (Pgs 51-52)		
A Number of C-CAPS		
B Number of Certified ROMA Trainers		
C Number of certified Family Development Trainers		
D Number of certified Child Development Trainers		
E Agency staff obtained other credential that increase their capacity to achieve results (explain in narrative)		
The numbers below will automatically fill once you have completed Goal 5, Table 2		
F Number of staff and management attending trainings	14	0
G Number of board members attending trainings	5	0
H Hours of staff and management trainings	100	0
I Hours of board members in training	40	0

In the rows below, include additional indicators that were not captured above. Describe the measure in the Narrative Comments section below.

Narrative Comments:

ATTACHMENT L - Workplan and Quarterly Report Form
 FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
 Community Action Goal 5 (Agency) -- Agencies Increase Their Capacity to Achieve Results

Agency Name: _____ Seminole County

Table 4 -- Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes. Agency has the Capacity to Measure and Track Client/Customer Progress Towards Self-Sufficiency			
FOCAS Outcomes Catalog			
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results	2	3	4
Agency's Status as of 9/30/2009	Workplan Agency's Planned Status at the End of this Contract	Agency's Current Status	
Agency has the Capacity to Measure Client Progress toward Self-Sufficiency. National Performance Indicators: This is a Florida indicator and does not tie directly to a NPI. (All agencies must complete all Tables under Goal 5. Complete Columns 2 and 3 for Workplan.) CAAs are organized in different ways depending on their configuration of programs and services. Please identify with an "X" the ONE statement in A) and B) below that BEST describes how your agency is organized.			
CLIENT INTAKE PROCESS			
A.	1. A common in-take process and common ID# is used for <u>all</u> clients of the CAA.	X	
	2. A common in-take process and common ID# is used for <u>some</u> clients of the CAA.		
	3. A separate in-take process and/or separate ID# is used for <u>each</u> program administered by the CAA.		
CLIENT/CUSTOMER MEASURE OF PROGRESS			
B.	1. Agency utilizes a database for <u>all</u> clients of the agency for use in in-take, assessment, and provision of services.		
	2. Agency utilizes a database for <u>some</u> clients of the agency for use in in-take, assessment, and provision of services.	X	
	3. Agency utilizes a database for <u>all</u> clients of the agency for use in in-take, assessment, provision of services and measurement of outcomes.		
	4. Agency utilizes a database for <u>some</u> clients of the agency for use in in-take, assessment, provision of services and measurement of outcomes.		
COMPUTER PROGRAM(S) USED TO MANAGE AND TRACK CLIENT INFORMATION/PROGRESS			
C.	1. CA System Access Database	X	
	2.		
	3.		

Narrative Comments:

ATTACHMENT L - Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 5 (Agency) -- Agencies Increase Their Capacity to Achieve Results

Agency Name: Seminole County

Table 5 -- Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes			
	2	3	4
	Agency's Status as of 9/30/2009	Workplan Agency's Planned Status at the End of this Contract	Agency's Current Status
FOCAS Outcomes Catalog			
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results			
National Performance Indicators: This is a Florida indicator and does not tie directly to a NPI.			
A. Agency has the Capacity to Report Client Progress Toward Self-Sufficiency.			
B. Agency has Provided Results-Oriented Management and Accountability Training.			
C. Agency Programs Achieved Accreditation Demonstrating Program Meets or Exceeds Nationally Recognized Standards.			
D. Agency is Implementing ROMA tools and management practices.			
<i>(All agencies must complete all Tables under Goal 5. Complete Columns 2 and 3 for Workplan.)</i>			
Agency has the Capacity to Report Client/Customer Progress Toward Self-Sufficiency. (Answer Yes or No for each.)			
1. Agency can report outcomes that measure progress towards self-sufficiency without use of an outcome scale.			
2. (Explain method used in the Narrative Comments section below.)			
3. Agency utilizes outcome scales to measure client movement toward self-sufficiency. (If yes, attach a copy of the scale with the Workplan submission.)			
4. Agency has capacity to derive unit cost statistics for efficiency: cost per service delivered or cost of service per client.			
5. Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered.			
Agency has Provided Results-Oriented Management and Accountability Training within the past 2 years by a certified ROMA trainer. (Answer Yes or No for each.)			
1. At least half of the Agency board has received ROMA training.			
2. Agency management staff has received ROMA training			
3. Agency supervisory staff has received ROMA training.			
4. Agency line staff has received ROMA training.			
Agency Programs Achieved Accreditation Demonstrating that Program Meets or Exceeds Nationally Recognized Standards. (Answer Yes or No for each.)			
1. Early childhood care and education sites receive NAEYC or other recognized form of accreditation.			
2. Programs achieve other form of recognized accreditation. (Please describe in the Narrative Comments below.)			
Agency is Implementing ROMA tools and management practices. (Answer Yes or No for each.)			
1. Agency has adopted and implemented logic models for key programs and activities.			
2. Agency programs and activities are evaluated using ROMA principals.			
3. FOCAS and Information System Survey Reports are provided to, reviewed and discussed with CSBG board members at least quarterly.			

Narrative Comments:

ATTACHMENT L - Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 6 (Family) -- Low-Income People, Especially vulnerable populations, Achieve
Their Potential by Strengthening of Family and Other Supportive Environments

Agency Name: _____ **Seminole County**

FOCAS Outcomes Catalog		2	3	4
Community Action Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems		WORKPLAN	Number of Individuals Received Services	Number of Vulnerable Individuals Living Independently
National Performance Indicators:				
6.1 Independent Living				
6.2 Emergency Assistance				
6.3 Child and Family Development				
6.4 Family Supports				
6.5 Service Counts				
*****NEW INDICATOR*****				
*****NEW INDICATOR*****				
All agencies must report on at least one NPI in Goal 6.				
Results reported in columns 3 and 4 are life to date from the beginning of this contract.				
NPI 6.1: INDEPENDENT LIVING -- The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services. (Pgs 53-55)				
A. Senior Citizens (Pg 55)				
(Seniors can be reported twice, once under "Senior Citizens" and again if they are disabled under "Individuals with Disabilities", ages 55-Over)				
Individuals with Disabilities (Pg 55)				
1. Ages: 0 - 17				
2. Ages: 18 - 54				
3. Ages: 55 - Over				
In the rows below, please include any additional indicators that were not captured above.				

Narrative Comments: To avoid duplication of count, reported on regular CSBG Workplan

Agency Name: Seminole County

Narrative Comments: To avoid duplication of count, reported on regular CSBG Workplan

Agency Name: _____ Seminole County

FOCAS Outcomes Catalog					A	B	C	D
Community Action Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems					WORKPLAN			
National Performance Indicators					Number of Participants Expected to Achieve Outcome	Number of Participants Enrolled in Program(s)	Actual Number of Participants Achieving Outcome	Percentage Achieving Outcome
6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development 6.4 Family Supports 6.5 Service Counts *****NEW INDICATOR***** *****NEW INDICATOR*****					(Target)		(Actual)	(C / A = D)
Results reported in columns B and C are life to date from the beginning of this contract.								
NPI 6.3: CHILD AND FAMILY DEVELOPMENT -- The number of all infants, children, youth, parents, and other adults participating in developmental or infant programs that achieve program goals, as measured by one or more of the following. (Pgs 63-69)								
Infant and Child (Pg 63)								
1. Infants and children obtain age appropriate immunizations, medical and dental care.								
2. Infant and child health and physical development are improved as a result of adequate nutrition.								
3. Children participate in pre-school activities to develop school readiness skills.								
4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.								
Youth (Pg 63)								
1. Youth improve health and physical development.								
2. Youth improve social/emotional development.								
3. Youth avoid risk-taking behavior for a defined period of time.								
4. Youth have reduced involvement with criminal justice system.								
5. Youth increase academic, athletic or social skills for school success								
Adult (Pg 63)								
1. Parents and other adults learn and exhibit improved parenting skills.								
2. Parents and other adults learn and exhibit improved family functioning skills.								
In the rows below, please include any additional indicators that were not captured above.								
Family Maintenance: (specify outcome)								

Narrative Comments:

ATTACHMENT L - Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 6 (Family) -- Low-Income People, Especially vulnerable populations, Achieve
Their Potential by Strengthening of Family and Other Supportive Environments

Agency Name: _____ **Seminole County**

FOCAS Outcomes Catalog		A	B	C
Community Action Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems		WORKPLAN		
National Performance Indicators		Number of Participants Expected to Achieve Outcome (Target)	Number of Participants Enrolled in Program(s)	Number of Participants Achieving Outcome (Actual)
6.1 Independence Living	*****NEW INDICATOR*****			
6.2 Emergency Assistance	*****NEW INDICATOR*****			
6.3 Child and Family Development	*****NEW INDICATOR*****			
6.4 Family Supports (Seniors, Disabled and Caregivers)	*****NEW INDICATOR*****			
6.5 Service Counts	*****NEW INDICATOR*****			
Results reported in columns B and C are life to date from the beginning of this contract.				
NPI 6.4: FAMILY SUPPORTS -- Low-income people who are <u>unable to work</u>, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated as measured by one or more of the following: (70-74)				
A.	Enrolled children in before or after school programs (Pg 72)			
B.	Obtained care for child or other dependent (Pg 72)			
C.	Obtained access to reliable transportation and/or driver's license (Pg 72)			
D.	Obtained health care services for themselves or family member (Pg 73)			
E.	Obtained safe and affordable housing (Pg 73)			
F.	Obtained food assistance (Pg 73)			
G.	Obtained non-emergency LIHEAP energy assistance (Pg 73)			
H.	Obtained non-emergency WX energy assistance (Pg 74)			
I.	Obtained other non-emergency energy assistance (Pg 74) (State/local/private energy programs. DO NOT include LIHEAP or WX)			
In the rows below, please include any additional indicators that were not captured above.				
Narrative Comments: To avoid duplication of count, reported on regular CSBG Workplan				

ATTACHMENT L - Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 6 (Family) -- Low-Income People, Especially vulnerable populations, Achieve
Their Potential by Strengthening of Family and Other Supportive Environments

Agency Name: _____ **Seminole County**

FOCAS Outcomes Catalog		A	B
Community Action Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems		WORKPLAN	Number of Participants Expected to Achieve Outcome
National Performance Indicators			
6.1 Independent Living			
6.2 Emergency Assistance			
6.3 Child and Family Development			
6.4 Family Supports (Seniors, Disabled and Caregivers)			
6.5 Service Counts			
*****NEW INDICATOR*****			
*****NEW INDICATOR*****			
Results reported in columns B and C are life to date from the beginning of this contract.			
NPI 6.5: SERVICE COUNTS -- The number of services provided to low-income individuals and/or families, as measured by one or more of the following: (Pgs 75-78)			
A	Food Boxes (Pg 76)		
B	Pounds of Food (Pg 77)		
C	Units of Clothing (Pg 77)		
D	Rides Provided (Pg 77)		
E	Information and Referral Calls (Pg 78)		
<i>In the rows below, please include any additional indicators that were not captured above.</i>			

Narrative Comments:

COMMUNITY ASSISTANCE DIVISION COST ALLOCATION PLAN

Introduction

The purpose of this policy is to place in writing the methods that the Community Assistance Division uses to allocate expenses to General Revenue and Grant funded functional primary activities of the Emergency Financial Assistance and the Community Development Office Programs and to the supporting administrative and oversight functions.

The Community Assistance Division provides the manpower, building, services and operating supplies necessary to deliver services to the citizens, cities, and non-profit agencies of Seminole County. Personnel, computer lease, and building lease costs are the only county provided shared services that are allocated to General Revenue and Grant funded programs. An indirect cost allocation plan in effect, no indirect costs are allocated to grant funded activities.

Funding Sources

Traditional - Recurring

General Revenue – Seminole County Government
Community Development Block Grant (CDBG) – US Department of Housing and Urban Development
Community Services Block Grant (CSBG) – US Department of Health and Human Services through the FL Department of Community Affairs
HOME Program - US Department of Housing and Urban Development
State Housing Initiatives Program (SHIP) – Florida Housing Finance Corporation

Temporary (NSP/ARRA Programs) – Non-recurring

Neighborhood Stabilization Program (NSP) - US Department of Housing and Urban Development
ARRA Community Development Block Grant (CDBG-R) – US Department of Housing and Urban Development
ARRA Community Services Block Grant (CSBG-R) – US Department of Health and Human Services through the FL Department of Community Affairs
ARRA Homelessness Prevention and Rapid-Rehousing Program (HPRP) - US Department of Housing and Urban Development

Methods for allocation

Personnel. Employees are each allocated by percentage of effort in each cost center, based on management's direction and the employee's job description, and management's estimate of how

time was spent. This estimate is made annually during the budget formation process. Each employee's payroll cost is then spread according to that staffer's percentage of effort. Payroll taxes and benefits are allocated across cost centers in aggregate, as a % burden on payroll, rather than by individual.

Division Oversight/Program Management personnel are each allocated by percentage of effort in each cost center, based on the aggregate percentage of their direct report staff and management's estimate of time being spent on program tasks, oversight, and reporting. Due to grant administrative expense limitations, The Division's senior management is responsible for managing the Personal Services budget, and details of individual staffers' compensation rates are kept confidential.

Building Lease Operating Expenses. Building lease operating expenses are shared costs of all cost centers and are partially program, and partially administration/oversight. Once each employee's percentage of effort by cost center is determined by management, those percentages of effort are applied to the % of FTE (full time equivalent) of each staff position, to prepare a schedule of Distributed FTEs, which are in turn summed by cost center, and the sum of FTEs by cost center is divided into the total FTEs housed in the building, to calculate a Cost Allocation Rate for the building lease costs. The building lease cost is spread across the cost centers according to this Rate; in other words, shared costs are distributed based on aggregate staff effort.

Computer Lease Expenses. Computer Lease cost are allocated based on the primary program of the employee. Due to the small individual lease costs involved, it was not deemed economical to allocate computer lease costs to the same extent as payroll and building lease costs. The great majority of computer lease costs are paid with General Revenue Funds.

Implementation, monitoring and periodic review of plan

Implementation and maintenance of documentation

1. Payroll – Each employee's payroll allocation percentages are entered into the payroll system by HR personnel via a Department Director approved "Position Change Form". Payroll expenses are allocated each payday in accordance with the employee's payroll allocation.
2. Building Lease – Building lease payments are made monthly. Prior to the beginning of each fiscal year, a billing amount for each grant funded program is calculated using the same percentage allocations described in the payroll section, but in an aggregate amount for each employee within a particular program. A program's FTE count is divided by the total FTE count housed in the lease building. Community volunteers and Workforce Central Florida agency personnel FTE are included in the General Revenue portion of the calculation.
3. Computer Lease – Payments are made quarterly and are based on the primary program of the employee. Employees involved in several programs in an oversight role will usually have the computer lease costs assigned to the General Revenue Fund.

Monitoring

The Community Assistance Business Manager will review and oversee the implementation of this Cost Allocation Plan. The basis for the allocations (employee workload) and plan will be reviewed quarterly as indicated below:

1. EFA Service Delivery Personnel – The EFA Voucher Activity Report (by Funding Source) will be analyzed to determine if there is a material difference between the actual and estimated aggregate program workload. An annual analysis will be conducted to determine if any adjustments should be made to the following year's FTE allocation plan.
2. Community Development Project Management Personnel – Monthly project timesheets will be analyzed to determine if there is a material difference between the actual and estimated workload. An annual analysis will be conducted to determine if any adjustments should be made to the following year's FTE allocation plan. The project timesheets are also used as a basis to further allocate employee payroll expenses to specific funded activities in the IDIS Cash Management System.
3. Division Oversight/Program Management Personnel –
 - a. Program Managers –
 - i. EFA/SHIP Program Manager – The analysis of the EFA Voucher Activity Report (by Funding Source), along with the amount of time spent by the EFA/SHIP Program Manager on specific program tasks, oversight, and reporting to determine if there is a material difference between the actual and estimated workload. An annual analysis will be conducted to determine if any adjustments should be made to the following year's FTE allocation plan.
 - ii. HUD/Community Development Program Manager - The analysis of the Project Manager's monthly timesheets, along with the amount of time spent by the HUD/CD Program Manager on specific program tasks, oversight, and reporting to determine if there is a material difference between the actual and estimated workload. An annual analysis will be conducted to determine if any adjustments should be made to the following year's FTE allocation plan.
 - b. Division Management/Business Office Personnel – All of the analysis discussed above will be aggregated to determine if there is a material difference between the actual and estimated workload of the overall Division. An annual analysis will be conducted to determine if any adjustments should be made to the following year's FTE allocation plan.

Community Assistance Division Organization Chart

Community Services Department
Community Assistance Division
FY 08/09

COMMUNITY ASSISTANCE
DIVISION

- 1 – Division Manager
- 5 – Customer Service
- 2 – Fiscal staff
- 1 – HUD/SHIP Administrator
- 3 – Program Managers/Specialists
- 4 – Project Managers/Coordinator
- 5 – Case Managers/Supervisor
- 1 – Veterans' Service Officer
- 1 – Assistant Veterans' Services Officer
- 23 Total FTE FY 08/09

SHIRLEY DAVIS-BOYCE
MANAGER
E3
(8365)

LORI MONTGOMERY
Case Manager/Project
Coordinator
C2
(8907B)

LEO LUTTIG
Business Manager
E1
(8892A)

JOSEFA DELGADO
Customer Service Specialist
C1
(8173B)

CARMEN HALL
SHIP Program Manager I
D4
(8561B)

VACANT
Veterans' Service Officer
D2
(7610)

RICARDO SOTO-LOPEZ
HUD Administrator
D4
(8234C)

JENNIFER LAWRENCE
Case Manager Supervisor
C3
(7613)

PATRICIA CRAMPTON
Customer Service Rep
A3
(9060004)

MARIE DESIRE-HOMERE
Case Manager
C2
(8242)

CINDY L SPIESSBACH
Customer Service Rep
A3
(8244)

CARRIE LONGSWORTH
Case Manager
C2
(7798)

LAISEL LARA
Program Specialist
A4
(8906B)

JAVIER MADERA
Case Manager
C2
(7761)

VACANT (M.Laverde)
Program Specialist
A4
PCN# 7863A

SARA PURCELL
Case Manager
C2
(8425C)

VACANT (S.Seay)
Customer Service Rep
A3
PCN# 8994

ANNIE KNIGHT
Case Manager/Project
Coordinator
C2
PCN# 8391B

CATHY SCHUBERT
Asst. Veterans' Officer
C2
(7563)

BUDDY BALAGIA
Project Manager I
D2
PCN# 8172A

RITA HENDRICKS
Customer Service Rep
A3
PCN# 8053

REBECCA HECKTERS
Project Manager I
D2
PCN# 8562A

DIANE CAHILL
Project Manager I
D2
PCN# 8432A

VACANT

CSBG ADVISORY BOARD ROSTER

Sector: Public (Selected by Board of County Commissioners)

Last update: 6/5/09 by JAM

Name, Organization represented and Current Office Held	Mailing Address E-Mail Address	Contact Numbers & Secondary E-Mail Address	Sector Represented	Beginning Term Date	Expiration Date of Current Term	Reaffirmed Date
Sarah Reece, Commissioner City of Altamonte Springs Chairperson- Term: 2/7/08-2/7/09	Altamonte Springs City Hall 225 Newburyport Ave. Altamonte Springs, FL 32701 sarah@orhs.org	W: 321-841-8849 H: 407-869-9901 C: 407-463-2504	Altamonte Springs & Casselberry	Jan. 7, 2007	June 1, 2009	Due: 6/7/09
Art Woodruff, Commissioner City of Sanford Vice-Chairperson- Term: 2/7/08-2/7/09	Sanford City Hall P.O. Box 1788 Sanford, FL 32772-1788 woodruffa@ci.sanford.fl.us	W: 407-688-5001 H: 407-322-6968 wood_a@yahoo.com	Sanford	Feb.28,2008	July 11,2010	Due: 2/28/09
Keith Britton, Council Member City of Oviedo	The City of Oviedo 400 Alexandria Blvd. Oviedo, FL 32765 kbritton@cityofoviedo.net	W: 8-1 407-971-5604	Oviedo	Mar.11,2008	Mar. 1,2010	Due: 3/11/09

Sector: Private (Selected by Board of County Commissioners)

Name, Organization represented and Current Office Held	Mailing Address E-Mail Address	Contact Numbers	Sector Represented	Beginning Term Date	Expiration Date of Current Term	Reaffirmed Date
Pastor John Murphy President/Founder Harvest Time International	225 N. Kennel Road Sanford, FL 32771 john@harvest-time.org	W: 407-328-9900 C: 407-948-0209	Private	Jan.1,2008	Jan.1, 2010	2 nd term
Emma Marie Carling Community Services Specialist Seminole County Sheriff	117 Sterling Pine St. Sanford, FL 32773 mcaring@seminolesheriff.org	W: 407-665-6508 H: 407-323-4178 C: 407-474-5197	Private	Aug.22,2008	Aug.22, 2010	8/22/2009
Joyce Hinton Manager Workforce Central Florida	5166 East Colonial Drive Orlando, FL 32803 JHinton@wcfra.com	W: 407-531-1227 X-4022 C: 407-797-7774	Private	Oct. 9, 2007	Oct. 26, 2009	Due: 10/9/09

Sector: Low Income (Elected- Town Meeting)

Name and Current Office Held	Mailing Address E-Mail Address	Contact Numbers	Sector Represented	Beg.Term Date	Exp.Date of Current Trm	Reaffirmed Date
<u>District 5.</u> vacant						
<u>District 4.</u> Valerie Ford- Secretary Term: 2/7/08-2/7/09	1121 Merritt St. Altamonte Springs,FL 32701 Valerie1908@aol.com	H: 407-260-2372	Altamonte Springs & Casselberry	Oct. 9, 2007	Oct. 9, 2009	Re-election 10/9/09
<u>District 2.</u> vacant						

CSBG-ARRA FY 2009-2010 CONTRACT CONTENT LIST

The following items are included in the FY 2009-2010 CSBG-ARRA contract package. If any of these items are missing or incomplete, please notify your DCA Financial Specialist.

07-07-09A11:03 RVD

1. Cover Memorandum
2. CSBG-ARRA Summary
3. Contract Proposal - Information and Instructions
 - Application Checklist
 - Contract Reminders
 - General Instructions
 - Budget Summary Instructions
 - Guidance on Cost Allocation Planning
 - OCS IM #37 - Definition of Administrative Cost
 - Sub-Grantee or Vendor Determination Guide
 - Workplan and Quarterly Report Form (FOCAS) Instructions
 - Certificate of Corporate Resolution - Non-Profit Recipients Only
 - Amended CSBG Poverty Income Guidelines
4. Contract Agreement



STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS

"Dedicated to making Florida a better place to call home"

CHARLIE CRIST
Governor

THOMAS G. PELHAM
Secretary

MEMORANDUM

TO: Community Services Block Grant Eligible Entities

FROM: *PL* Paula Lemmo, Community Program Manager

DATE: June 22, 2009

RE: FY 2009-2010 Community Services Block Grant American Recovery and Reinvestment Act (ARRA) Award Agreement

Enclosed is the FY 2009-2010 Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) award agreement package. To ensure a timely contract routing and signature process, please complete the enclosed application and return it to the address listed below, as soon as possible, but **no later than August 3, 2009**. *August 11th* The award agreement must be officially approved by your CSBG board. You are required to submit at least **three (3) copies** of the complete application with original signatures on all three copies. This agreement will begin July 1, 2009 and end September 30, 2010.

The agreement amount is given in Section (17), Funding Considerations, of the contract. This section also gives the amount of funding that is being released at this time. Develop your budget based on the total allocation which is the larger of the two numbers given in Section (17)(a).

The ARRA funds come with an unprecedented degree of oversight for accountability and transparency. This will require increased diligent on the part of the Community Action Agencies in avoiding fraud, waste and misuse of funds. All CAA Boards and agencies are expected to be fully engaged in Florida's ARRA efforts at the local level and to work closely with staff at the State level. This will include a significant commitment to participate in planning, training and program enhancement activities. Please review the attached information carefully to ensure you understand the new requirements of the program.

Any eligible entity that is unable or unwilling to meet the requirements of the ARRA and expend the funds by September 30, 2010, may choose to not participate or may decide to accept an agreement for a lesser amount. Should you decide not to accept the amount stated in the contract proposal, notify Ms. Hilda Frazier or myself at 850/488-7541.

2555 SHUMARD OAK BOULEVARD ♦ TALLAHASSEE, FL 32399-2100
850-488-8466 (p) ♦ 850-921-0781 (f) ♦ Website: www.dca.state.fl.us

♦ COMMUNITY PLANNING 850-488-2356 (p) 850-488-3309 (f) ♦ FLORIDA COMMUNITIES TRUST 850-922-2207 (p) 850-921-1747 (f) ♦
♦ HOUSING AND COMMUNITY DEVELOPMENT 850-488-7956 (p) 850-922-5623 (f) ♦

Memorandum
CSBG-ARRA Award
June 22, 2009
Page 2

The goal of ARRA is to quickly stimulate the economy and make an impact in people's lives. Given the immediacy of the need for these services and the limited time for expending the funds, the Department will periodically review each entity's progress toward meeting their goals and spending all ARRA funds by September 30, 2010. Eligible entities that do not make significant progress towards accomplishing the desired outcomes will be contacted and after consultation with the entity, a reduction of funding may be negotiated. If there are unclaimed funds, the Department will make them available to eligible entities that demonstrate the interest and capacity to administer the program and services in keeping with the goals of ARRA.

Several items of supporting documentation must be submitted with your contract. See the attached Contract Proposal Instructions and Contract Proposal Checklist for details. The contract will not be processed without all of these items.

The agreement forms were generated in Microsoft Word and Excel. Electronic copies of these forms will be e-mailed to all agencies. If you do not receive these forms, call or e-mail your financial specialist. In addition to submitting the agreement in hard copy, some forms must also be submitted electronically. See the instructions for further details. The completed contract package should be sent to:

Ms. Hilda Frazier, Manager
Department of Community Affairs
Division of Housing and Community Development
Community Assistance Section
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

If you have any questions or you cannot meet these deadlines, please contact your financial specialist at (850) 488-7541.

Attachments

Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) Summary

Background

On February 17, 2009, President Barack Obama signed into law the American Recovery and Reinvestment Act (Recovery Act or ARRA) of 2009 [Public Law 111-5]. The Recovery Act provides for \$1 billion in additional funds to the Community Services Block Grant program for Fiscal Year (FY) 2009. Florida's share of these funds is \$29,060,460. States have until September 30, 2010, to expend these funds.

States and local CSBG entities are encouraged to focus their efforts on creating sustainable economic resources in their communities. States are directed to ensure that eligible entities: (1) provide a wide range of innovative employment-related services and activities tailored to the specific needs of their community; (2) use funds in a manner that meets the short-term and long-term economic and employment needs of individuals, families and communities; and (3) make meaningful and measurable progress toward the reform goals of the Recovery Act with special attention to creating and sustaining economic growth and employment opportunities.

Application Procedures

To comply with ARRA, the Department of Community Affairs developed a CSBG-ARRA State Plan that was submitted to U. S. Department of Health and Human Services (HHS) on May 29, 2009. A copy of the plan is posted on the DCA website at www.dca.state.fl.us.

CSBG eligible entities are being offered a contract with the maximum amount of funding currently allocated to them under the stipulations of the ARRA. Each entity must develop a proposal that includes the contract budget and workplan, a cost allocation plan, an updated Community Action Plan, and several additional supporting documents.

Distribution of Funds

The Recovery Act requires that States distribute 99 percent of the Recovery Act allocations to "eligible entities" as defined by Section 673(1) of the CSBG Act. Eligible entities will receive CSBG Recovery Act funds, as a separate allotment, under the same formula used for grants allocated under the regular annual CSBG appropriations.

Given the immediacy of the need for these services, the goal of ARRA to quickly stimulate the economy and make an impact in people's lives. Due to the limited time for expending these funds, the Department will periodically review each entity's progress toward meeting their goals and expending all ARRA funds by September 30, 2010. Eligible entities that do not make significant movement toward accomplishing the desired outcomes will be contacted and after consultation with the entity, a reduction of funding may be negotiated.

As part of the efforts to ensure transparency and accountability, the ARRA requires State agencies and subgrantees to track and report separately on expenditures from funds made available through ARRA.

Obligating and Expending Funds

Services must be provided on or before September 30, 2010. Close-out reports are due to DCA no later than 45 days after termination of the contract or after completion of the activities whichever accrues first. Unspent funds must be returned to DCA with the close-out. Unspent funds must be returned to HHS. No carryover will be allowed.

Fiscal Accountability

Additional accountability measures for CSBG-ARRA funds will be outlined in the terms and conditions of the grant award. As supplemental requirements are made available by HHS or the State, the Recipient will be notified. Existing accountability measures remain applicable and include compliance with OMB Circular A-133, the Single Audit Act of 1984 and compliance with CSBG regulations.

CSBG-ARRA FY 2009-2010

Contract Proposal - Information and Instructions

- **Application Checklist**
- **Contract Reminders**
- **General Instructions**
- **Budget Instructions**
- **Guidance on Cost Allocation Planning**
- **OCS IM #37 - Definition of Administrative Cost**
- **Sub-Grantee or Vendor Determination Guide**
- **Workplan and Quarterly Report Form (FOCAS) Instructions**
- **Certificate of Corporate Resolution - Non-Profit Recipients Only**
- **Amended CSBG Poverty Income Guidelines**

FY 2009-2010 CSBG-ARRA CONTRACT PROPOSAL -APPLICATION CHECKLIST

REQUIRED MATERIALS - CONTRACT PROPOSAL PACKAGE (Submit 3 complete contract packages including the items listed below)		Recipients	All Sub-Recipients
	Page 14 signed by an authorized official. 3 original signatures.	X	
	Attachment A-1, Budget Summary	X	
	Attachment A-2, Sub-Recipient Information Form (required for each Sub-Recipient)	X	X
	Attachment A-3, Budget Detail	X	X
	Attachment A-4, Secondary Administrative Expenses	X	
	Attachment E, Justification of Advance Payment	X	
	Attachment F, Warranties and Representations	X	
	Attachment G, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion of each Sub-Recipient	X	
	Attachment K, Recipient Information completed.	X	
	Attachment L, Workplan and Quarterly Report Form (Excel forms will be emailed to Recipients)	X	
REQUIRED SUPPORTING DOCUMENTS (submit 1 copy of each document)		Recipients	All Sub-Recipients
	Signature authority: A. <u>Private Non-profit agencies:</u> Certificate of Corporate Resolution if someone other than the Board chair signs contracts. B. <u>Local Governments:</u> If signed by anyone other than the chair of the government board, documentation of the signer's authority to sign for the chair.	X	
	Fidelity Bond Documentation (See Attachment B, Section I)	X	
	Certification of Current Incorporation. (private non-profit agencies only)	X	
	Outreach Offices (Include street addresses and telephone numbers)	X	X
	Workplan Summary (Excel Workplan Summary forms and instructions will be e-mailed to Recipients)	X	
	Current Board of Directors Roster (See Instruction for format)	X	
	Non-Profit and Public CSBG Entities: A copy of the minutes from the CAP board meeting at which the CSBG-ARRA contract was reviewed, discussed and approved.	X	
	Copy of Updated Memorandum of Understanding with local Work Force Florida, Inc. board. See Attachment H, Section (26).	X	
	Approved Indirect Cost Plan Rate Schedule. (for those entities with an approved indirect cost plan)	X	
	Written cost allocation plan. (See Attachment D, Section E)	X	
	Secondary Administration: If secondary administration funding is requested, submit documentation of the secondary program's administrative expense limit and the agreement budget between the secondary program and the CSBG-ARRA agency.	X	
	Recipients with subcontract agreements: Copies of the sub-recipient agreements as required in Section 14, Subcontracts.	X	X
	Recipients with subcontract agreements: A written statement as to whether the subcontractor is a minority vendor, as defined in Section 288.703, Fla. Stat.	X	
	IRS Form 990: Submit most recent form. (See Attachment D, Section A(3) for requirements)	X	
	Non-Profit and Public CSBG Entities: A copy of the minutes from the CAP Board meeting at which the CSBG-ARRA contract was reviewed, discussed and approved.	X	
	Documentation of current registration in the Central Contractor Registration (www.ccr.gov)	X	
	Documentation of Dun and Bradstreet Universal Numbering System (DUNS) number (www.dnb.com)	X	
	Revised Community Action Plan – See General Instruction, Item #15 for CAP Plan Directives	X	

**CSBG-ARRA
FY 2009-2010
CONTRACT REMINDERS**

1. **Board Approval**
See language in Information and Instructions regarding the required approval of this contract by the community action board.
2. **Section (7) Reports and Attachment D – REVISED REQUIREMENT**
CSBG-ARRA Quarterly FOCAS Reports are due 6 calendar days after the end of each quarter.
3. **Section 19(n), Standard Conditions**
The Recipient is subject to Florida's Government in the Sunshine Law (Section 286.011, Fla. Stat.) with respect to the meetings of the Recipient's governing board and subcommittee making recommendations to the governing board. All such meetings shall be publicly noticed, open to the public, and the minutes of all such meetings shall be public records, available to the public in accordance with Chapter 119, Fla. Stat.
4. **Attachment A-3, Budget Detail**
See Budget Instructions for clarification in definition of Administrative costs, Other Program Expenses, and Direct Client Assistance.
5. **Attachment L – CSBG Workplan and Quarterly Report Form (FOCAS)**
These Excel forms will be emailed to Recipients and must be submitted to your financial specialist electronically.
6. **Workplan Summary Worksheet and Instructions**
The Excel CSBG Workplan Summary Worksheet and instructions will be emailed to Recipients and must be submitted to your financial specialist electronically.
7. **Attachment B, Program Statutes and Regulations, Section G (1)**
CSBG-ARRA eligibility is based on total household income.
8. **Attachment E – Advance Justification**
If the maximum advance request exceeds the maximum allowable based on prior year rate of expenditures, a written justification statement is required.
9. **Section 6 (e)**
New audit submission requirement. The Single Audit reporting package and Form SF-SAC must be sent electronically to the Federal Audit Clearinghouse.
10. **Attachment B, Funding Availability for Expenditure, Section B**
Please note reference/relocation changes for OMB Circulars.
11. **Attachment B, Funding Availability for Expenditure, Section B**
CSBG-ARRA funds must be accounted for separately from regular CSBG funding and clearly identified with the CFDA number 93.710.
12. **Attachment A-1, Budget Summary**
The CSBG-ARRA contract does not require cash or in-kind match.
13. **Attachment A-4, Scope of Work**
Please read this section carefully. Recipients are strongly encouraged to support employment-related services and activities that create and sustain economic growth.

**CSBG-ARRA
GENERAL INSTRUCTIONS**

1. **GRANT PERIOD**

The grant period will begin on July 1, 2009 and shall end September 30, 2010.

2. **CONTRACT PROPOSAL DEADLINE**

Contract proposals must be received by the Department by August 3, 2009.

3. **CONTRACT ALLOCATION**

See Section (17)(a) of the contract for your agency's allocation.

4. **WHERE TO SUBMIT CONTRACT PROPOSALS**

THREE contract proposals with original signatures must be submitted to:

Ms. Hilda Frazier, Manager
The Department of Community Affairs
Division of Housing and Community Development
Community Assistance Section
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Email: hilda.frazier@dca.state.fl.us

5. **AUTHORIZED OFFICIAL SIGNATURE**

Only contract proposals signed by authorized officials will be accepted by the Department.

Signatures must be in ink - rubber-stamped signatures will not be accepted. The Department will only recognize the following as authorized officials:

- a. **Private nonprofit agencies only:** If the contract is to be signed by someone other than the Board Chairperson, complete and return the enclosed Certificate of Corporate Resolution giving that person authority to sign.
- b. **Local Government entities only:** If the contract is to be signed by someone other than the Chief Elected Official, a current resolution of the governing body authorizing the person to sign the contracts must be included with the package.

6. **NUMBERING ATTACHMENT PAGES:** All the pages in Attachments B-2 and B-3 must be numbered. Space has been provided at the top right hand corner of each (Page ____ of ____).

7. **CORRECTING THE PROPOSAL - UNDER NO CIRCUMSTANCES SHOULD WHITE-OUT (CORRECTION FLUID OR TAPE) BE USED ON PROPOSALS SUBMITTED TO THE DEPARTMENT**

- a. White-out is not allowed. Corrections should be made by lining through the error and typing or printing the correction as close to the original error as possible. All changes must be initialed by the authorized official who signs the contract proposal.
- b. All changes should be neat and concise.

- **Certification of Current Incorporation or Other Documentation:** Must be from the Office of the Secretary of State. (For nonprofit organizations only).
- **Outreach Offices:** A list of all outreach offices where CSBG-ARRA services will be provided, their street and mailing addresses, telephone numbers and the area they serve (county, neighborhoods, towns, etc.) All geographic areas served by your agency must be included. This list will be used to assist DCA in referring customers to your agency.
- **Current CSBG Board Roster:** Board composition organized by sector (Public, Private and Poor), Name, Organization represented, Contact Information, Date when originally seated on board, Date when seated for current term, Ending date of current term, Total # of years served on board, List of current board officers and office held. (See enclosed sample format)
- **Memorandum of Understanding:** A copy of the Memorandum of Understanding between the recipient and all local Work Force Florida, Incorporated boards in your service area. See Attachment H, Section 26 for details. Given the employment related emphasis of the ARRA funds, this agreement should be recently reviewed and updated. The agreement must outline what specific activities or projects the two organizations will undertake to meet the ARRA goals.
- **Approved Indirect Cost Rate:** If you are using an approved indirect cost rate in your budget calculations, provide a copy of the approved rate from the cognizant agency. The approval must include both the rate and how it is to be applied.
- **Cost Allocation Plans:**
2 CFR Part 215, Subpart C, Section 215.21(6) requires that recipients financial systems provide for a written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable federal cost principles and terms and conditions of the award. To document this, Recipients must submit copies of the written cost allocation plans to the Department with their contracts.
- **Most recent IRS Form 990:**
See Attachment D, Section A(3) for requirements. Agencies that receive total federal funding of less than \$500,000 in its fiscal year and are thus exempt from the federal Single Audit Act requirements, shall submit a copy of their most recent IRS Form 990.
- **Secondary Administration:**
If you are requesting secondary administration funds, provide documentation of the secondary program's administration limit and the approved budget between your agency and the secondary program.
- **Sub-Contracts:**
 - A. **Sub-Contract Agreement:** If you plan to subcontract any or all of the CSBG-ARRA activities, a subcontract agreement is required. See Section 14 of the Agreement for the specific requirements.
 - B. **Attachment G:** This attachment must be completed for each subcontractor.
- **Business Hours:** Please complete information on Attachment F.

15. Revised/Updated Community Action Plan

Given the dramatic changes in the American economy that precipitated the American Recovery and Reinvestment Act (ARRA) and the strong focus of the ARRA, revisions are needed to the Community Action Agency's' (CAA) Community Action Plans in order to determine the needs and resources of communities and to identify how best the CSBG ARRA funds may be used. Each CAA must submit an explanation of how they have accomplished this task by answering the following questions:

1. How has your agency evaluated the current needs of your community in addressing the causes and effects of poverty? (Describe the process used.): Seminole County Community Services tracks the number of contacts for financial assistance daily. Our customers have increased well over one hundred percent this past year. Since October 1, 2008 we have received over 5,900 00 contacts in this office for financial assistance.
2. Describe the current economic conditions in your community related to employment.
(The condition.) The current economic condition has resulted in a high unemployment rating. The unemployment rate for Seminole County is 8.90% with the US average of 8.50%. There has been a tremendous increase since 2000 when the unemployment rate for Seminole County was at 3%. Current employers are looking for skilled workers, something the majority of our customers are lacking, and most were employed in labor jobs before their layoff. Seminole County has experience a 6.2% decrease in employment.

3. Explain how your CSBG ARRA funds will be used to address the identified condition.
(The actions you plan to taken – your plan.) Seminole County Community Assistance is partnering with Workforce Central Florida to provide training to referred customers. The CSBG ARRA dollars with the 200% income guidelines will enable more customers to qualify for training. The trainings will enhance customers' potential for long term career employment.

This agency has received an increase in requests for childcare assistance during the summer months. Some employers have reduced the work week hours to avoid layoff which has resulted in a decrease in household income. The local school board has cut a number of their summer programs. Parents are seeking assistance with the high cost of summer camps. Seminole County Community Assistance will be utilizing some ARRA dollars to assist customers that qualify with summer camp expenses. The higher ARRA income guidelines will enable working customers to qualify for the assistance.

4. How are you coordinating the CSBG-ARRA funds and activities with other ARRA funded programs in your community to avoid duplication of efforts? (Your partners.) Workforce Central Florida customers must meet 70% of poverty income guidelines. The ARRA dollars will benefit customers that do not meet Workforce income guidelines. The childcare assistance provided by local Community Coordinated Child Care Program requires customers to meet a lower income guideline of 150% poverty. ARRA dollars will be used to assist customers that fall within the 150 to 200% of poverty.
5. How will your agency assist your customers in applying for and connecting with other public and private benefits for which they may be eligible? Be specific. All customers will receive case management. A needs assessment will be completed and there will be short and long term goals to complete. Customer progress will be tracked on a regular basis. Customer will receive referrals to other agency with required follow up. Customer will have use of agency computer to apply for services on line with staff assistance.
6. How does your CSBG ARRA workplan and budget support your plan and measure your results? The CSBG ARRA dollars will fund two temporary positions for \$51,000, provide summer camp for 100 children at \$120,000, and provide training for 50 customers totaling \$185,000.

CSBG-ARRA BUDGET INSTRUCTIONS

New: Attachment A-1, Budget Summary and A-3, Budget Detail will be provided in an Excel form. These forms must be completed, printed and submitted as it appears in the Excel notebook and will become part of the ARRA-CSBG contract. See following instructions. Additional guidance is given on the electronic forms.

CSBG-ARRA funds should not be used to supplant regular CSBG funds. Any costs that have been routinely and historically paid with CSBG funds, such as association dues, subscriptions, etc. should continue to be funded by the regular CSBG money, not ARRA. It should be remembered that the ARRA funds are very time limited and the associated cost should reflect the focus and intent of the Recovery Act. Additional costs incurred due to the ARRA funds such as increased audit costs, staffing, liability insurance, etc. should be charged to ARRA. Agency cost allocation plans must be updated so that programs may be appropriately charged.

General Instructions

- 1) The budget calculation Excel notebook contains numerous tabbed worksheets. This includes the Budget Summary worksheet and several Detail worksheets. Each Detail worksheet is used to itemize and calculate the entries for the Budget Summary worksheet. Complete the Detail worksheets first. In the following instructions, the Detail worksheets that make up Attachment A-3, Budget Detail, will be referred to by the corresponding name on the Excel workbook tab such as Detail-SubRecip 1 Direct.
- 2) Enter the Recipient Name, Contract Number and the CSBG-ARRA Grant Funds information directly on the Budget Summary worksheet.
- 3) All other fields on the Budget Summary page should fill automatically once you have completed the Detail worksheets.
- 4) Be careful not to over-write the formulas.
- 5) Blocks that are grayed out should be left empty.
- 6) *Do not change the formatting or location of any cells or add columns or rows to the Budget Summary worksheet.*
- 7) *Do not move or rename the worksheets.*
- 8) There are tabs and worksheet labeled Recipient (such as Detail-Recipient Direct) and those labeled Sub-Recipient (such as Detail-SubRecip 1 Direct). If you do not have Sub-Recipients, skip the worksheets labeled Sub-Recipient and only complete the worksheet labeled Recipient.
- 9) Once completed, print (without the instructions) and insert it into the CSBG-ARRA contract the Budget Summary worksheet as Attachment.
- 10) If you have any questions or problems, please give your DCA Financial Specialist a call.

ATTACHMENT A-1, BUDGET SUMMARY

Attachment A-1, Budget Summary is to be completed by the Recipient. Sub-Recipients are to complete Attachment A-2, Sub-Recipient Information. The Budget Summary and Budget Detail includes information on both the Recipient's budget and any Sub-Recipient's budget(s). Round all figures up to the nearest dollar. All entries in the Budget Summary must be supported by Attachment A-3, Budget Detail.

Line 12: Subtotal Recipient Program Expenses. Sum of lines 10 and 11. All activities paid for under Lines 10 and 11, must directly correlated to those specified in the Work Plan.

Line 13: Itemize and total all Sub-Recipient Direct Client Assistance Expenses on Detail-SubRecip Direct worksheets. There are five worksheets provided. Complete a worksheet for each Sub-Recipient. This line will be the sum of all Sub-Recipient direct client assistance expenses. This will be the total of lines 13a and 13b. *See definitions and further explanation in Budget Detail Instructions.*

Line 13a: Complete the Detail-SubRecip Direct worksheet. Expenditures are itemized as they relate to National Goals 1 and 2.

Line 13b: Complete the Detail-SubRecip Direct worksheet for expenditures related to National Goal 6.

Line 14: Itemize and total all Sub-Recipient Other Program on the Detail-SubRecip Other worksheet. This line must be the sum of all Sub-Recipient other program expenses as budgeted. *See definitions and further explanation in Budget Detail Instructions.*

Line 15: Subtotal Sub-Recipient Program Expenses. Total of lines 13 and 14. All activities paid for under Line 13 and 14, must be directly correlated to those specified in the Work Plan. This line must be the sum of all Sub-Recipient program expenses as budgeted on the Detail-SubRecip Program worksheets.

Line 16: Total Program Expenses. The sum of Lines 12 and 15.

Line 17: Secondary Administrative Expenses. If secondary administrative expenses are requested, Attachment A-4 and the Detail-Secondary Admin worksheet must be completed. This line must agree with the total **Secondary Administrative Expenses** reported on Attachment A-4. *See enclosed OCS Information Memorandum #37 regarding the definition of administrative cost.*

Line 18: Grand Total Expenses. Total all administrative and program expenses. Add lines 8, 16 and 17. The total given on Line 18 must correspond with those given on lines 1 through 5.

The Florida CSBG-ARRA State Plan requires that at least 30 percent of the funds be used for employment, job creation, job retention, job stabilization, placement or job training activities. These activities must be tied to CSBG National Goals 1 and 2. To calculate the compliance with this requirement two lines have been added at the bottom of the Budget Summary.

Line 19: Total Recipient and Sub-Recipient Direct Client Assistance Expenditures tied to National Goals 1 and 2 – Once you have entered this information on the Detail worksheets, the total should appear on this line.

Line 20: Percent of Funds Budgeted for Goal 1 and 2 Activities –Divide the Total Direct Client Assistance Expenditures tied to Goals 1 and 2 by the CSBG-ARRA award to calculate this percent. This percent must be equal to or greater than 30 percent. Make any changes to the applicable Detail worksheet, not this Budget Summary worksheet.

these entries. Such as "(Line 6)" is referring to Budget Line Item number 6, Administrative Expenses – Recipient on the Budget Summary page.

NPI: All Direct Client Assistance program expenditures including Sub-Recipient program expenses must be identified by a National Performance Indicator (NPI) number. Budget Summary, Attachment A-2 and the Work Plan, Attachment L must tie together to explain how the CSBG-ARRA funds will be spent and what will be accomplished. This applies only to Budget Line Items 10 and 13.

EXPENDITURE DESCRIPTION:

The narrative given in this column must be sufficient to explain the expenditure. Additional lines may be added if needed, but do not add columns and check the formulas after the insertion is made to assure that all cost are included in the subtotals.

BUDGETED AMOUNT:

Enter the budgeted amount for each item or category of expenditures listed. Round the cents in the calculations so that the Budgeted Amounts are in whole dollars.

Completing the Worksheets

Administrative Expenses: Detail-Recipient Admin and Detail-SubRecip Admin

Use these worksheets to calculate the Recipient Administrative (Line 6) and Sub-Recipient (Line 7) expenses. Administrative costs and Program costs may be defined differently in CSBG than in other programs. *See enclosed OCS Information Memorandum #37 regarding the definition of administrative cost before completing the budget.*

Salaries + Fringe + Benefits:

This worksheet will report the total salaries, fringe and benefits charged to CSBG-ARRA administration. If you prefer, you may separate these three categories by adding lines to the table.

On a separate worksheet, provide a list of all positions with salaries, fringe and benefits itemized. Identify all funding sources for the balance of costs for any position paid for in part from the CSBG-ARRA funds. All other funding sources must be identified so that 100 percent of the annual cost for the shared salary or expense is accounted for. This information should be consistent with the cost allocation plan provided.

If a salaried employee, who is normally considered an administrative position such as executive director or fiscal director, is included under any category other than administration, an explanation of direct client assistance or other activities he or she will be providing must be included.

Rent and Utilities

Costs must be consistent with the cost allocation plan provided. If you prefer, you may separate these categories by adding lines to the table.

Indirect Cost

Indirect cost rates must be documented by submission of a copy of the rate approval that includes

client assistance the position will be providing. For each expense, indicate a related National Performance Indicator. If a salaried employee who is normally considered an administrative position such as executive director or fiscal director, is included under this category, an explanation of what direct client assistance activities he or she will be providing must be included.

The description of activities should be given in general terms. Such as, "Self-sufficiency clients will be provided with public transportation vouchers." Instead of, "10 self-sufficiency clients will be provided with \$95 each in bus tokens." This will give the agency more flexibility and reduce the need for contract modifications. Give enough detail to describe how you plan to spend the money. For example, "housing assistance" is too broad. Be more specific, for example, rent, mortgage assistance; housing counseling, or temporary housing assistance. Because of the strict travel reimbursement rules related to mileage, be careful to specify the type of transportation assistance and any mileage rate to be used.

New: The Florida CSBG-ARRA State Plan requires that at least 30 percent of the funds be used for employment, job creation, job retention, job stabilization, placement or job training activities. These activities must be tied to CSBG National Goals 1 and 2.

To calculate compliance with this requirement the worksheet has been organized by NPIs. Under each NPI list the Direct Client Assistance Expenses that relate to it. You may add as many lines as needed to accommodate these entries. For example under NPI 1.1 you might detail the salaries of family development specialists, case managers, or training specialists that will assist customers in seeking and retaining employment or under NPI 1.2 the cost of GED classes or testing for a customer.

Note that the costs related to achieving Goal 1 and 2 are separated from those related to achieving Goal 6 outcomes. There are calculations provided to check compliance with the 30 percent requirement.

Other Program Expenses - Tabs Recipient Other and SubRecip Other

There are two worksheets for Other Program Expenses, one for those incurred by the Recipient (Line 11) agency and one for those incurred by Sub-Recipient (Line 14) agencies. The principles for completing the worksheet are the same for both.

Other Program Expenses are non-administrative expenses related to providing services to customers that cannot be tied directly to a specific client or group of clients, or directly to a National Performance Indicator. Examples are expenses related to general program outreach, client intake and income certification, program coordination with other service providers, and staff training.

Like Administrative expenses, a list of positions with salaries, fringe and benefits must be itemized. Costs must be completely accounted for and the allocated shares explained in the cost allocation plan. Travel expenses must be explained. See Administration above.

Secondary Administrative Expenses – Tab Detail-Secondary Admin

If Secondary Administrative Expenditures (Line 17) are budgeted, you must complete this worksheet. Additional information on Secondary Administrative Expenses may be found in the

GUIDANCE ON COST ALLOCATION PLANNING

Introduction

As a recipient of federal funds, Community Services Block Grant (CSBG) agencies are required to allocate cost in a reasonable and fair way that is based on the relative benefit received by the funding source. Before a cost is charged to a program, a cost allocation plan for how those costs will be determined and shared by various funding sources must be developed. There are a variety of ways this may be done, all of which may be acceptable. This plan should be developed by a financial professional either within your organization or one hired to assist your organization in developing and implementing your financial systems. A copy of your plan must be submitted with your CSBG contract proposal and must support the cost allocated to the program in your budget. If you have an approved indirect cost rate, this is part of the plan and should be submitted as well.

Requirement

2 CFR Part 215 Subpart C, Sec. 215.21.(6):

“Recipients financial systems shall provide for ... written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award.”

CSBG Contract with Department of Community Affairs, Attachment J, Financial Management:

(5) “Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable cost principles and the terms and conditions of this grant.”

Minimum Submission

The written cost allocation plan does not need to be lengthy, but it should include at a minimum the following:

- Costs to be allocated
- Funds, grants, programs, etc. to be allocated to (funding source)
- Methods for allocation
- Implementation, oversight and periodic review of plan
- Agency organizational chart

Recommended Steps

1. Clearly define who, what, where and how the agency provides services
2. Identify services and costs to be allocated --The plan should be simple, straightforward and fair.
3. Determine allocation method(s):
 - a. Describe the method used to allocate the costs.
 - b. Describe the basis for allocating costs – activities, time spent, number of participants, number of vouchers processed, etc.
 - c. The plan should clearly and easily communicate how the agency will distribute shared costs and follow the regulations.
 - d. *Grant dollars received cannot be used as a basis for allocation.*
 - e. What other funding sources will be involved in the planning and review? (Do you have an approved indirect cost rate? Are there other funding sources that require a cost allocation plan?)
 - f. Are their funding or program specific requirements that must be considered in your planning? (Are administrative or other costs limited by the funding source?)
4. Apply the assumptions defined in your methodology – The same methods must be used for all programs.
5. Allocate and maintain documentation:
 - a. How will the plan be implemented in your accounting system and by whom?
 - b. How will the cost be clearly and completely documented?
6. Monitor and manage the cost allocation plan:
 - a. Who will review and oversee the implementation?
 - b. How often will you review the allocations and plan (monthly, quarterly, etc.)?

OCS INFORMATION MEMORANDUM #37

DEFINITION OF ADMINISTRATIVE COST

- a. "Administrative" costs, in the context of CSBG statutory reporting requirements, are equivalent to the familiar concepts of "indirect" costs or "overhead." As distinguished from program administration or management expenditures that qualify as direct program costs, administrative costs refer to central executive functions that do not directly support a specific project or service. Rather, administrative costs are incurred for common objectives that benefit multiple programs administered by the grantee organization, or the organization as a whole, and as such are not readily assignable to a particular program funding stream. Administrative costs relate to the general management of the grantee organization, such as strategic direction, Board development, Executive Director functions, accounting, budgeting, personnel, procurement, and legal services.

OMB CIRCULAR 1-133.210

SUB-GRANTEE AND VENDOR DETERMINATIONS

OMB Circular 1-133 establishes the standards for determining the difference between a sub-grantee and a vendor, based on the substance of the relationship with the State, rather than the form of the agreement.

A recipient is considered a sub-grantee and is subject to OMB Circular A-133 if it meets the following conditions:

- a. Determines who is eligible to receive what federal financial assistance;
- b. Has its performance measured against whether the objectives of the federal program are met;
- c. Has responsibility for programmatic decision making;
- d. Has responsibility for adherence to applicable federal program compliance requirements;
- e. Uses the federal funds to carryout a program of the organization as compared to providing goods and services for a program of the pass-through entity;

A recipient is considered a vendor and is not subject to OMB Circular A-133 if it meets the following conditions:

- a. Provides the goods and services within normal business operations;
- b. Provides similar goods and services to many different purchasers;
- c. Operates in a competitive environment;
- d. Provides goods and services that are ancillary to the operation of the federal program;
- e. Is not subject to the compliance requirements of the federal program.

**CSBG-ARRA
FY 2009-2010
WORKPLAN AND QUARTERLY
REPORT FORM INSTRUCTIONS**

1. WORKPLAN AND QUARTERLY REPORT FORM INSTRUCTIONS

The Workplan and Quarterly Report Form closely tracks the CSBG Information System Survey (IS Survey). This information collection is also referred to as the Florida Outcomes for Community Assistance System (FOCAS). These revisions also include the following:

- Throughout the revised forms, language has been refined to bring it into line with the IS Survey.
- Your agency name should appear on each page. On the first page of each goal, click on the header and type in your agency name. It will automatically appear in the header box on each page.
- Only the columns marked with a bold outline and labeled "Workplan" need to be completed as part of the contract. The other columns will be completed during the contract period as part of your quarterly reports.

2. For detailed instructions in completing Attachment L – Workplan and Quarterly Report Form, see the following websites and documents.

1. Go to the National Association for State Community Service Programs at www.nascsp.org.
2. Click on the "CSBG" tab at the top of the page.
3. Scroll down to "CSBG Information Survey (IS) System Forms" in the list.
4. Open, save and print "FY 09 Instructions" These instructions will assist you in completing the Workplan.
5. Open, save and print "FY 2009 State CSBG IS Instructions" Part I: Section F – Other Resources Generated by the CSBG Network, and Appendix A, Federal Resources, will be helpful in completing Goal 5, Table 1.

CERTIFICATE OF CORPORATE RESOLUTION

I, _____, as Secretary of _____
_____, a Florida nonprofit Corporation
("Corporation"), hereby certify that the following is a full, true and accurate copy of the
resolution of the Board of Directors of the Corporation, duly and regularly passed and adopted at
a meeting of the Board duly called and held in all respects as required by law and by the bylaws
of the Corporation on _____, at which meeting a quorum of the Board was
present, and that the resolution remains in full force and effect and has not been modified or
repealed.

WHEREAS, it is in the best interest of the Corporation to enter into a grant agreement with the
Florida Department of Community Affairs for the Fiscal Year 2009-2010 Community Services
Block Grant Stimulus-American Recovery and Reinvestment Act (ARRA) of 2009 Program.

RESOLVED, that _____, as the
_____ of the Corporation is hereby authorized and empowered on
behalf of the Corporation to negotiate the terms for and to enter into and execute the above
described agreement with the Florida Department of Community Affairs, and to negotiate
the terms for and to execute any and all related documents which are necessary to effectuate
the terms of said agreement.

Executed by me as Secretary of the Corporation on _____.

Secretary

(Corporate Seal)

President